**ECET2 Pre-Planning Form**

**Roles of Planning Committee (Who’s Going to Do What?)**

To get the most out of this experience and help everyone be efficient, it is important to assign roles for everyone in the planning committee. Here is a suggested list to help you get started.

|  |  |
| --- | --- |
| What Needs To Be Done? | Who’s Going to Do it? |
| Find a Welcome/Inspirational speaker.*Could be a person on your team or an invited guest, or both!* |  |
| Set up catering, food, snacks. |  |
| Secure the location. |  |
| Sort the teachers for Colleague Circles. *See Colleague Circle attachment.* |  |
| Establish Colleague Circle leaders. |  |
| Get gifts and identify recipients  |  |
| Set up the Breakout Sessions. Find Session Leaders, determine number needed, and make session sign-up sheets. |  |
| Create programs and/or flyers.*See attachment.* |  |
| Create video and/or photos. |  |

**Timeline of Events (Full-Day Convening—7.5 hours):** M.C. done by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| Time (min.) | Event |
| 30 | Breakfast and Registration done by\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.* + - Gift/Inform teachers of assigned table.
		- Breakout session sign-up sheets, if applicable.
 |
| M.C. will need to inform group that it is time to be seated and then introduce the Welcome speaker. |
| 15 | Welcome/Inspirational speaker done by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. * + - Why are we here? (Purpose/Goals/Relevance)
		- Motivational speech/possible video
		- Introduce Colleague Circles
 |
| M.C. will need to inform group that it is time for the Colleague Circle leaders to begin. |
| 60 | First Colleague Circle session |
| M.C. will need to inform group that it is time to move to the first breakout session. |
| 45 | Breakout Session #1 |
| 15 | Travel/Break/Refreshments |
| 45 | Breakout Session #2 |
| 15 | Travel/Break/Refreshments |
| M.C. will need to inform group if lunch will be served at tables or if there will be lines. |
| 60 | Lunch |
| M.C. will need to inform group that it is time move to the third breakout session. |
| 45 | Breakout Session #3 |
| 15 | Travel/Break/Refreshments |
| M.C. will need to inform group that it is time to move back to the Colleague Circles. |
| 60 | Colleague Circle |
| M.C. will need to inform group that it is time to be seated and then introduce the Keynote speaker. |
| 30 | Keynote done by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. |
| M.C. will thank the group for attending and explain the Moving Forward/Goal walls. |
| 15 | Send-Off/Moving Forward/Goals wall (*See the Follow-up attachment)* |

**Timeline of Events (Half Day Convening- 4.5 hours):** M.C. done by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

|  |  |
| --- | --- |
| Time (min.) | Event |
| 30 | Breakfast and Registration done by\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.* + - Gift/Inform teachers of assigned table.
		- Breakout session sign-up sheets if applicable.
 |
| M.C. will need to inform group that it is time to be seated and then introduce the Welcome speaker. |
| 15 | Welcome/Inspirational speaker done by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. * + - Why are we here? (Purpose/Goals/Relevance)
		- Motivational speech/possible video
		- Introduce Colleague Circles
 |
| M.C. will need to inform group that it is time for the Colleague Circle leaders to begin. |
| 60 | First Colleague Circle session |
| M.C. will need to inform group that it is time to move to your first breakout session. |
| 45 | Breakout Session #1 |
| 15 | Travel/Break/Snack |
| 45 | Breakout Session #2 |
| 15 | Travel/Break/Snack |
| M.C. will thank the group for attending and explain the Send-Off/Moving Forward/Goals wall and any other information, including whether lunch will be served at tables or through serving lines. |
| 45 | Lunch/Send-Off/Moving Forward/Goals wall (*See the Follow-up attachment)* |

**Breakout Sessions**

The following links will help you generate ideas for breakout sessions listed below and guide you to resources. They are sites that are dedicated to providing teachers with a comprehensive collection of relevant and up-to-date K-12 education news and hot topics. For teachers, by teachers!

[**http://www.weareteachers.com/hot-topics/topics-in-education**](http://www.weareteachers.com/hot-topics/topics-in-education)

[**http://www.teachhub.com/news/hot-topics**](http://www.teachhub.com/news/hot-topics)

Below, we have listed a few of the topics that can be found at the above websites with the addition of our own ideas.

* Growth vs. Fixed Mindset
* Flipping Your Classroom
* Blended Learning
* Real Teachers Real Technology
	+ Google Docs
	+ SmartBoard Training
	+ How to Use Devices with Teaching
	+ #socialmedia
	+ Best Programs, Apps—How to use Schoology, Edmodo, Khan Academy, Study Island, etc.
	+ Tablets 101
* Fireside Chat/Coffee Bar Talk (an “unconference-like” structure where teachers come in and jot down interested topics to chat about)
* FIP Your School
* Differentiated Instruction
* Assessment Literacy
* Game On
* Special Education Done Right
* Drama Free Testing
* Personality Types
* Teaching Character
* Common Core

**Guidelines on How to Rotate Teachers into Breakout Sessions**

In order to ensure that no one breakout session gets overloaded, we suggest either presorting your teachers into groups that will travel with one another from one breakout session to another OR providing a “first come, first served” basis. See details below.

* Predetermined Groups
	+ Colleague Circles
	+ Interest survey powered by Survey Monkey
	+ Teacher-Based-Teams
	+ Grade Levels/Departmental Teams
	+ Random sort of teachers
	+ With predetermined groups, you will need to post a rotation schedule in several different places for breakout sessions so that teachers know where they are going. Listed below are several ways you can do this:
		- using the back of nametags (if applicable)
		- posting the rotation schedule on the wall(s)
		- using a big screen projector
		- posting it in the program given out at the registration table
		- all of the above! ☺
* First come, first served—pick two or three sessions (depending on full-day or half-day convening)
	+ - You will need to send all teachers Breakout Session Descriptions prior to the convening. On the day of the convening, you will have sign-up sheets (*see the Resource section for an example sign-up sheet)* for each session with a certain amount of seats available. These sign-up sheets will be located at the registration table for teachers to fill out as they arrive—first come, first served!

**Things to Consider**

* **Location:** We suggest an off-campus site that is relaxing so that teachers do not feel like they are at work. This is a celebration of teachers and the teaching profession, so to get the true experience, a peaceful off-campus sets the tone.
* **Gifts:** Teachers love receiving gifts! Suggested gifts include pens, notebook, bags, coffee mugs, flash drives, gift cards, shirts/clothing, etc. You can use your school logo or the ECET2 logo. *(See ECET2 logos located in the Resources section of this Toolkit).*
* **Administration:** If you would like to consider what to do with administration during this time of celebrating your district teachers, you may want to consider having them meet at a separate location since ECET2 is all about celebrating *teachers* and *effective teaching*. Administrators could follow the Colleague Circle guidelines and apply it to their line of work if they wish.
* **Food/Snacks:** Outsource catering works best. Depending on your schedule for the day(s), consider providing breakfast, lunch, and/or dinner with snacks and refreshments in between. Teachers love snacks and refreshments that are readily available in between breakout sessions. Food helps keep the spirits and energy up, and this perk helps continue the theme of celebrating and even “pampering” your teachers!
* **Before this Convening:** Get footage of your teachers teaching, or conduct student interviews about your teachers to show throughout your day. This will help make teachers feel appreciated and special!
* **Program:** See the attached program. Feel free to edit the program as needed, the attached program is only there to help you save time in making your own.
* **Video/Pictures:** A big part of the ECET2 experience is seeing video reflection of teachers and viewing pictures of teachers in action. If you can, gather photos of your teachers (take photos, download from Facebook, have them emailed to you) and make a slide show that can be used as a backdrop, part of the welcome speech, or part of the Moving Forward piece at the end of the convening. Also, invite your local news media to get some interviews to help promote your school in a positive light.
* **Twitter Wall:** [www.tweetbeam.com](http://www.tweetbeam.com) or www.<tweetwall.com>. Encourage teachers to tweet about the convening and have one of these twitter walls playing in the background and teachers can see their tweets in action. It’s a very cool effect during the convening!
* **Shout Out wall!:**
* **Moving Forward/Next Steps wall:**

**Sample Budget:**

**ECET² Budget Worksheet Template**

Use the attached budget worksheet template to organize every part of your budget—from publicity materials to participant expenses and speaker fees.

The spreadsheet includes two tabs so that you can easily compare your proposal budget against your final report budget.

**Documents**

[ECET2 Budget Worksheet](https://d3aencwbm6zmht.cloudfront.net/asset/377066/ECET2_Budget_Worksheet_Template.xlsx) Template (spreadsheet)

**Please feel free to contact us if you have any questions or need any help!!**

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