

#TheEdCollab Gathering

VIEWING PARTY KIT



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HOSTING GUIDE

IN THIS VIEWING PARTY KIT

Weclome.....3

Important Note.....4

Hosting Checklist.....5

- Seating and Screens (Technology Set-up).....6
- Internet Information for Streaming.....7
- Snacks and Special Celebration Suggestions.....8

Reproducibles.....9

- Sample Hosting Letter.....10
- Wifi Information Signage.....11
- “Workshops Streaming in this Room” Signage.....12
- Set of BINGO Cards (for fun!).....13

Professional Development with The Educator Collaborative.....18



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HOSTING GUIDE

WELCOME!

#TheEdCollabGathering is our biannual, totally free, no registration, online day of learning. Held by The Educator Collaborative twice each year in September and April, the “Gathering” brings together authors, experts, and educators from around the world to present and interact in an easy to use online “conference” that you can watch from anywhere with an internet connection.

We lovingly refer to it as our PD in PJs day!

All sessions are recorded and archived on the website and stay there until the next Gathering. This means you can watch any session that you missed! All of our Gathering sessions are then archived to our [YouTube.com/TheEdCollab](https://www.youtube.com/TheEdCollab) page.

LEARNING IS BETTER TOGETHER!

This guide will help you organize a “Viewing Party.” It contains helpful suggestions, signs, and even a BINGO game! Enjoy!



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HOSTING GUIDE

MUST STAY FREE

VERY
IMPORTANT
NOTE

Because the Gathering is a free, no registration, day of learning and our gift to educators around the world, The Educator Collaborative strictly forbids anyone, at any location, charging participants to view #TheEdCollabGathering.

This includes but is not limited to: you may not charge an entrance fee, course fee, fundraiser fee, or any other fee. Participants must be allowed to freely view the Gathering and be made aware that the day is free.

YOU MAY ask for donations for snacks and we do encourage donations toward our adopted charity of the day, however, no one must be *required* to pay these, or other fees or donations, as a condition for viewing.

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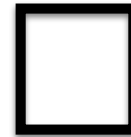
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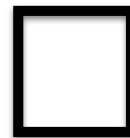
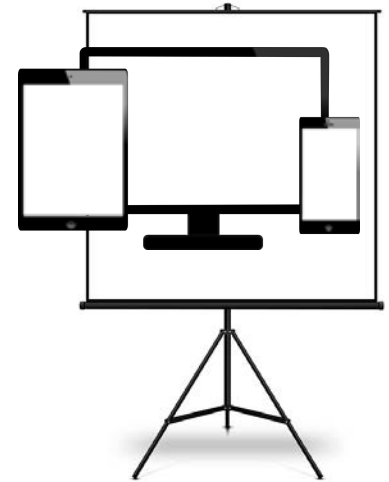
HOSTING CHECKLIST



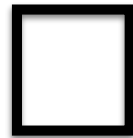
SEATING



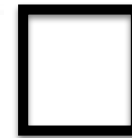
SCREENS



SNACKS



S'INTERNET
we ran out of "S"s



SPECIAL



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HOSTING CHECKLIST MUSTS



SEATING

The Gathering is a fun, inspiring day of learning. Be creative, not serious, with your seating.

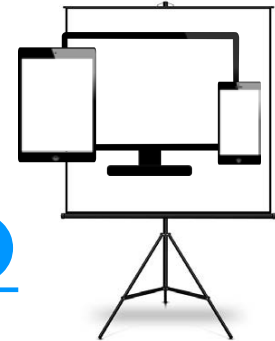
Maybe, invite others to bring themed seating:

- Favorite folding chairs?
- Favorite pillows?
- Home team throws, pillows, beach blankets?

If you get creative or silly, tweet out a photo to #TheEdCollabGathering or tag us on Instagram or Facebook with a photo or video.

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SCREENS AND SOUND



The Gathering has opening and closing keynotes, then 4 sessions of concurrent workshops. Decide how you want to watch:

OPTION A: Vote in the morning, then watch the same workshops together on one screen.

OPTION B: If you have a large group, set-up 4 group viewing rooms. Watch the keynotes together, Then, each session your colleagues can decide which workshop to watch and go to that room.

Everyone/anyone can join the conversation on Twitter using #TheEdCollabGathering.

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HOSTING CHECKLIST MUSTS



This one is easy... as long as your school or location plays nicely with us.

All sessions stream from this website:

Gathering.TheEducatorCollaborative.com

using an embedded YouTube live stream

As a back-up, direct links to the YouTube page for each session are tweeted out from @TheEdCollab roughly 15 minutes before the session.

Check at least 24 hours in advance:

DO NOT BLOCK:

- *.theeducatorcollaborative.com
- gathering.theeducatorcollaborative.com
- YouTube
- Google products (YouTube, Gmail, etc)
- Twitter

DO HAVE:

- Wired connection for best viewing of sessions
- Speakers
- Open WiFi so colleagues can tweet!

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HOSTING CHECKLIST MAYBES



SNACKS

Have fun!

While not required, having some snacks or lunch can make this free day of learning more festive.

You could:

- Have a potluck organized around a theme (favorite healthy and not-so-healthy snacks; school colors; seasonal;
- Invite your PTA to host snacks or lunch and join you in viewing

Celebrate with us! Tweet out a photo to #TheEdCollabGathering or tag us on Instagram or Facebook with a photo or video.

SPECIAL



Celebrate!

Without being too formal, think of a way to celebrate your colleagues for coming together for this inspiring day.

Don't think serious, instead think silly, special, or fun. You could:

- Get little mascots for the day (school spirit items, silly stuff animals, special stickers)
- Give-away professional books or kid lit from your shelves
- Letter of thanks from a leader for the time spent on professional learning

Remember, to keep the spirit of this day, we forbid requiring anyone to pay a fee to watch. You are welcome to accept donations towards your group snacks or prizes, however payment may not be a requirement to view.

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REPRODUCIBLES

- Sample Hosting Letter
- Wifi Network Info Sign (duplicate as many as needed)
- “Workshops in this Room” Signs (duplicate as many as needed)
- Set of 10 Bingo Cards (duplicate as many full sets as needed)

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SAMPLE HOST LETTER

Hosts: This is sample language you can use for your own letter to colleagues. Feel free to cut and paste. Areas in red are specially highlighted so you can enter your own information.

Dear Colleagues,

I am writing to invite you to a fun day of learning that I know you will find inspiring, practical and uplifting (I always do!).

Hosted twice each year by The Educator Collaborative, the “#TheEdCollabGathering” is a totally free, online day of workshops led by popular education experts, authors, teachers and leaders, and even some students.

You can watch the “Gathering” from anywhere, with almost any device. To make this day extra special, I am going to host a “Viewing Party” so we can watch together, reflect, tweet, eat and even play some games. With all of us together, it should be lots of fun!

You can view the full schedule of speakers and sessions at this website:
Gathering.TheEducatorCollaborative.com

Here are the details for **OUR DISTRICT NAME’S** #TheEdCollabGathering Viewing Party!

- **When:** Saturday, September 24, 2016, 9AM EST – 4PM EST (come/go as you please)
- **Where:** Meet in the **XXXXX Elementary School Library (Address)**
- **Bring:** A snack to share, colleagues from other districts, and an internet connected device (phones are perfect)!
- **Lunch:** Lunch is graciously being provided by our PTA (thank you!) **OR** We will order in lunch or feel free to bring your own!

- **Our Agenda:**

9:00AM EST (adjust times for your time zone):

Light breakfast and coffee, organize for the day

9:45 EST the online Keynote begins!

Christopher Lehman, Opening Remarks

Katherine Bomer, author of *Hidden Gems* and *The Journey Is Everything*

11AM EST – 4PM EST

4-5 workshops each hour for us to choose from! We will have rooms open and streaming sessions.

Please RSVP to me in person, a note in my box, or over email: email@address.edu

Thank you for all you do for the students of our district!



WELCOME!

JOIN OUR NETWORK:

write your network SSID name and network password here

TWEET TODAY USING #THEEDCOLLABGATHERING

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Gathering

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Post for your colleagues!

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IN THIS ROOM STREAMING WORKSHOPS:

List the numbers or names of workshops you will stream in this room throughout the day

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Gathering @TheEdCollab
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Joy	Literacy	Belief	Kids	Diverse
Essay	Change	Collaboration	App	Read
Voice	Technology		Listen	Growth
Learning	Writing	Trust	Love	Coach
Twitter	Content	School	Celebrate	Standards

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Play for fun against your colleagues!

Mark a box when you HEAR the word during the day.
Get 5 in a row across, down, or on an angle to win.
The center space is Free.

Belief	Celebrate	Listen	Essay	Twitter
Technology	School	Coach	Standards	Learning
Writing	Diverse		Joy	Read
Growth	Collaboration	Voice	Trust	Change
Love	App	Literacy	Content	Kids


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School	Celebrate	Standards	Coach	Belief
Read	Learning	Joy	Twitter	Growth
Writing	Love		Technology	Essay
Collaboration	Diverse	Content	Kids	App
Literacy	Trust	Change	Voice	Listen

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Listen	Read	Learning	Voice	Collaboration
Technology	Trust	Essay	Kids	Literacy
Change	Love		Belief	Celebrate
Coach	Twitter	Joy	Growth	Standards
Diverse	App	Content	School	Writing

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Voice	Kids	Listen	Trust	School
Celebrate	Belief	Change	Love	Content
Read	Growth		Collaboration	Literacy
Standards	Joy	Essay	Twitter	Writing
App	Coach	Diverse	Learning	Technology


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Growth	Literacy	Read	Trust	Coach
Collaboration	Joy	App	Twitter	Celebrate
Learning	Love		Technology	Diverse
Kids	Writing	School	Change	Listen
Standards	Essay	Content	Voice	Belief

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Collaboration	Trust	Celebrate	Read	Literacy
Learning	Twitter	Standards	Voice	Diverse
Listen	Coach		Belief	Writing
Change	Essay	Joy	Kids	Content
Love	Technology	App	Growth	School

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Coach	Belief	Content	Standards	Change
Diverse	Writing	Kids	Technology	Growth
Read	Collaboration		Trust	Learning
Voice	Literacy	Twitter	Listen	Love
Joy	Celebrate	School	App	Essay


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Content	Learning	Collaboration	Essay	Coach
School	Twitter	Voice	Listen	Love
Joy	Read		Change	Belief
Trust	Technology	Writing	Standards	Kids
Growth	Literacy	App	Diverse	Celebrate

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Celebrate	Listen	Writing	App	Collaboration
Technology	Diverse	Learning	Coach	Love
Growth	Essay		Read	Voice
School	Kids	Twitter	Content	Trust
Literacy	Belief	Change	Standards	Joy

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LEARN WITH THEEDCOLLAB

The Gathering is one of **MANY** ways we love to learn with you!



IN PERSON

TheEducatorCollaborative.com/Consulting



ONLINE

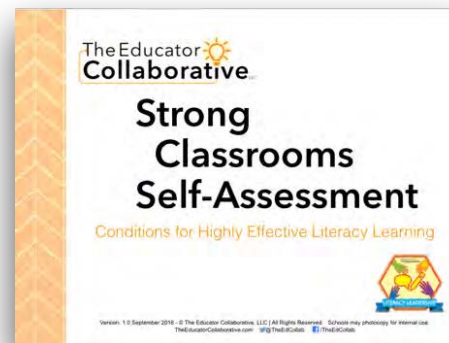
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#TheEdCollab TWITTER CHATS
held throughout the year

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MEANINGFUL EVALUATION
bit.ly/StrongClassrooms

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