2021 ITL Showcase Session Prep for Conveners

KATIE SKIPPER (STEARNS CENTER: 2021 ITL CONFERENCE DIRECTOR)

CHATBOX: Please stay muted (for now) and share in the chat box something good that's happened to you recently.

Session Goals

By the end of the session, you will be able to:

- Identify key conference goals and reflect on how your presentation enables those goals
- Identify important conference resources and policies
- Connect with other conveners and hear different plans/approaches to sessions
- Follow up with your teams after our meeting regarding important next steps and to-dos
- Receive feedback on your session plan if desired

ITL Conference Goals

- **Engage participants** in:
  - Fostering & building Mason's teaching community
  - Innovating and experimenting with new teaching ideas/tools
  - Applying presenter's ideas to cross-disciplinary contexts
- Give attendees **concrete ideas and tips** to take into their classroom next week
- **Celebrate & share** all the cool things our instructors are doing in the classroom
- Give presenters an opportunity for **professional development**

Conference Format

Sched: Conference Scheduling App

- Customize your profile, bio, & Schedule

ITL Conference Proceedings Electronic Journal (ITLCP)

- **Note:** The ITLCP is a published journal--your entries will have their own DOI. Be aware of this if you want to publish the same materials elsewhere.

At-a-Glance Schedule

Conference Policies

Privacy

- Zoom sessions **will not be recorded**
- Your post-conference summary should protect participant privacy
- Zoom links posted only in Sched

Accessibility:

- Attendees will submit accessibility requests via the Stearns Center prior to conference
- Assistive Technology Initiative (ATI)

Copyright

- You are responsible for ensuring all your materials follow copyright laws

IRB:

- If you are presenting on your research with human subjects (students), please make sure you have IRB approval.
- SoTL Collaboratory

General Session Format

SET UP TIME (20-30 minutes before session start time)
- Tech host launches session, admits speakers to set up/test tech, posts conference welcome slide
- Tech host admits attendees (muted) 5 mins prior to start time, monitors chatbox for general questions

WELCOME & INTRODUCTIONS (2-5 mins)
- Co-convener formally welcomes participants, gives conference announcements, explains format of the session, introduces session

PANELIST SPEAKERS/LIGHTNING TALKS (20-30 mins)
- Convener shares a few brief remarks and introduces speakers
- Panelists respond to convener discussion prompts or share brief remarks/lightning talks (5 mins max. each)

INTERACTIVE ACTIVITIES (30-50 mins)
- Ask participants to share experience, reflect, apply ideas to own context, brainstorm, respond to scenarios, etc.
- Engage participants via discussions, chatbox, poll questions, breakout rooms, whiteboard, shared Google Doc/JamBoard/Padlet, virtual gallery walks, etc.

WRAP-UP (2-5 mins)
- Tech host shares conference conclusion slide, evaluation poll, Twitter links, and what's next in the conference

Breakout Group Activity

1. Take a few minutes to introduce yourself and give a brief description of your session
2. Share ideas about session activities
    a. What will you ask participants to do (reflect, share experiences, brainstorm, etc)?
    b. How will you make the activity interactive (polls, shared doc, breakout room discussions, etc)?
    c. What are you hoping participants will take away from your session activities?
    d. Do you have any remaining questions/concerns about the conference?
3. Add your ideas to the appropriate JamBoard slide
4. Use remaining time to discuss your session plans. Or, if you feel ok with your session, take some time to network and connect about the upcoming semester.

Conveners: To-Do Checklist

✓ Attend <u>Convener preparation session</u> (July/Aug/Sept)

❏ Register for conference (ASAP)

❏ Review session details in Sched and in ITLCP (posted soon)

❏ Submit any revisions to session details through the <u>Session Update Request Form</u>

❏ Finalize a session plan that aligns with session/conference goals & share it with your team (Aug/Sept)

❏ Email session team with updates, check in with presenters about registration, submitting supplementary materials on time, etc. (Aug/Sept)

❏ Touch bases with tech host to discuss Zoom logistics/desired tech support for session (Aug)

❏ Strongly Suggested: Schedule a live meeting with your entire team (co-convener, speakers, and tech host) to review the session plan, practice using tech, and answer any questions (Sept)

❏ Submit any supplementary materials for the session by August 30th

❏ Day of session: Emcee Zoom session

❏ After session: Create and submit 1-page summary of session to be published in ITLCP (Oct)

Co-Conveners: Role & To-Dos

Role: The SC Co-Convener serves as a chat emcee for the session, engaging participants via Chat, sharing SC and other resources on the session topic via Chat, and assisting convener as needed

To-Do Checklist:

- ❏ Register for conference (free!)
- ❏ Review session details in Sched and in ITLCP (posted soon) and submit any revisions needed through the [Session Update Request Form](#)
- ❏ Optional: Attend [Convener preparation session](#)
- ❏ Strongly Suggested: attend live team meeting
- ❏ Prepare list of possible Stearns Center and other resources on the session topic that can be shared via Chat
- ❏ Day of Session: Emcee Chat for Zoom session

Panelist/Speaker: Role & To-Dos

Role: Invited speakers are expected to prepare a few brief remarks based on convener guidance and interact with participants throughout the session.

To-Do Checklist:
- ❏ Register for conference (ASAP)
- ❏ Review session details in Sched and in ITLCP (posted soon) and submit any revisions to session details through the [Session Update Request Form](#) or alert session convener
- ❏ Prepare remarks as planned with Convener
- ❏ Strongly Suggested: Attend live team meeting
- ❏ Optional: Attend a [live presenter preparation session](#) or watch the [Live Session Resource Video](#)
- ❏ [Submit](#) any supplementary materials for the session by August 30th

Tech Host: Role & To-Dos

Role: The Tech host schedules and launches the Zoom session, moves participants from the waiting room, reports session status updates to Mission Control during event, removes disruptive participants, ensures mics are muted, and assists with technical issues during sessions.

To-Do Checklist:
- ❏ Register for conference (free!)
- ❏ Attend tech host preparation session (Aug)
- ❏ Create Zoom link for session and submit to Stearns Center
- ❏ Touch bases with convener to discuss Zoom logistics/desired tech support for session
- ❏ Set up polls as needed for session
- ❏ Strongly Suggested: Attend live team meeting
- ❏ Day of Session: Launch Zoom session, admit participants, offer tech support, etc.

Optional Feedback

- **OPTION A: If you feel prepared with your session plan**—Thank you for attending—sign off to go work on the million other things you need to do ☺️

- **OPTION B: If you want to talk about the content or activities of your session**—Stay logged in to discuss the specifics of your session with Katie and get feedback.

- If you realize you have more questions later, visit the <u>For Presenters</u> page or email Katie at kskipper@gmu.edu

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