

#TheEdCollab



# Gathering

**VIEWING PARTY KIT**



 @TheEdCollab

[TheEducatorCollaborative.com](http://TheEducatorCollaborative.com)



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# HOSTING GUIDE

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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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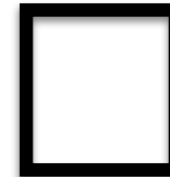
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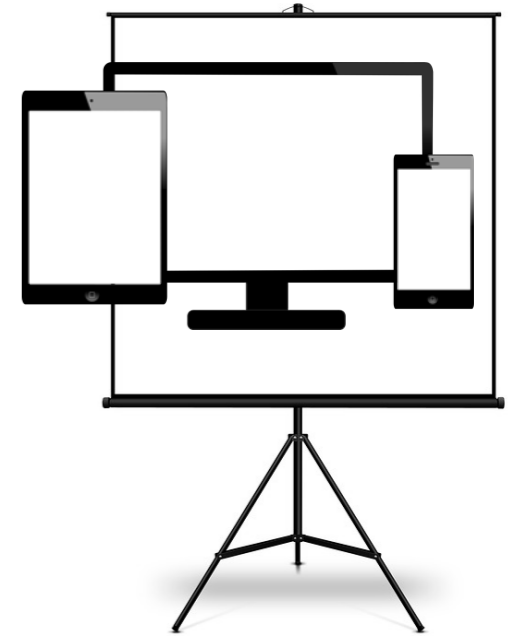
# HOSTING CHECKLIST



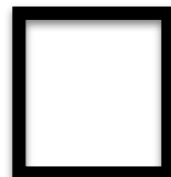
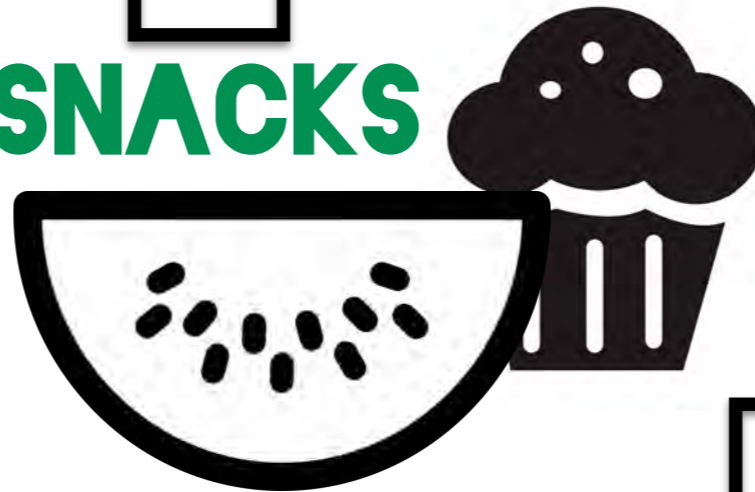
**SEATING**



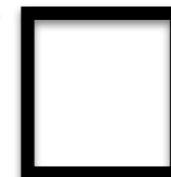
**SCREENS**



**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.

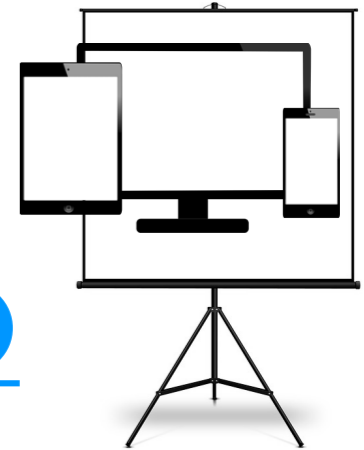
Maybe, invite others to bring themed seating:

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

If you get creative or silly, tweet our a photo to #TheEdCollabGathering or tag us @TheEdCollab 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



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 @TheEdCollab on Instagram or Facebook with a photo or video.

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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## 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

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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](http://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!**

**11AM EST – 4PM EST**

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](mailto: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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 @TheEdCollab  
 TheEducatorCollaborative.com

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 @TheEdCollab  
 TheEducatorCollaborative.com

**IN THIS ROOM  
 STREAMING  
 WORKSHOPS:**

**IN THIS ROOM  
 STREAMING  
 WORKSHOPS:**

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

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

**TWEET TODAY USING  
 #THEEDCOLLABGATHERING**

**TWEET TODAY USING  
 #THEEDCOLLABGATHERING**

|          |            |  |           |           |
|----------|------------|--|-----------|-----------|
| 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    |
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| Learning      | Love     |  | Technology | Diverse   |
| Kids          | Writing  | School   | Change     | Listen    |
| Standards     | Essay    | Content  | Voice      | Belief    |

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

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| School  | Twitter    | Voice  | Listen    | Love      |
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| School     | Kids    | Twitter  | Content   | Trust         |
| Literacy   | Belief  | Change   | Standards | Joy           |

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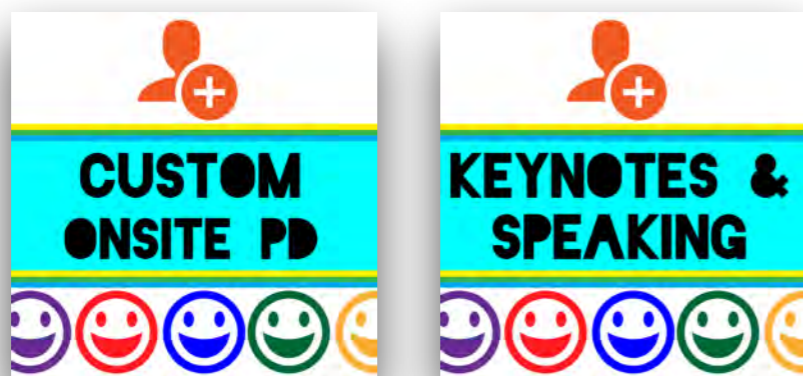
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# LEARN WITH THEEDCOLLAB

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



## IN PERSON

[TheEducatorCollaborative.com/Consulting](http://TheEducatorCollaborative.com/Consulting)



## ONLINE

[Learning.TheEducatorCollaborative.com](http://Learning.TheEducatorCollaborative.com)

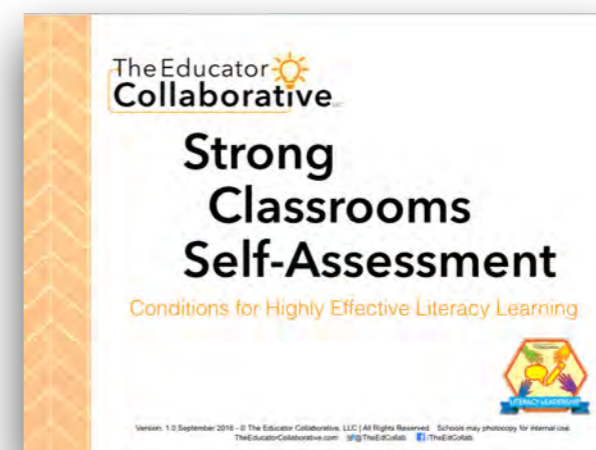


## #TheEdCollab TWITTER CHATS

*held throughout the year*

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**Gathering**



## MEANINGFUL EVALUATION

[bit.ly/StrongClassrooms](http://bit.ly/StrongClassrooms)

TheEducatorCollaborative.com