



Jazz Preparing Your Site & FAQ for Facilitators

Logistics

How do I advertise to my districts?

There is a flyer prepared that you can adapt for your location. You should have a participant limit of 20 or less.

What is the cost?

There is no cost for participating in the collaboration. You can use your own local procedures to determine the cost for your participants. Some locations pay teachers to attend; others offer it free for grant participants; others charge a cost for their own teachers and another cost for others. Costs at the various sites ranges from \$25 to \$350.

Food

You can decide how to handle food at your site. We highly recommend providing food due to the schedule often having just 30 minutes for lunch. (This is due to accommodating several time zones.) Some sites ask participants to bring a brown bag lunch; others provide just a lunch; others provide lunch plus snacks, chocolate, etc. It's your budget!

Times

If at all possible, do not advertise the times for your workshop until the groups have been made and the times set for each group. (Time zones are a huge factor.) If you must, please run your times by one of the lead facilitators. You should add 30 minutes minimum to each end of the core schedule; ideally an hour in the morning. Please discuss this with the lead facilitators before advertising.

Rooms

You will need a main meeting room with flexible furniture arrangement for most of the meetings. This room will be used for small group activities, simulations of student video conferences, and more. So being able to move the furniture around if necessary is helpful. Tables for groups to meet together are good too.

You will also need 2-5 small meeting rooms for the small groups in the afternoon. The number of rooms depends on how many videoconference systems you have and how many participants will attend at your site. Four videoconference rooms for 20 participants is ideal. Smaller rooms or offices can be used for some of the groups

Equipment and Technology

Laptops

We highly recommend that you provide laptops for the participants. However because the participants work in groups and interact, we don't recommend a computer lab as your main presentation room. You may also decide to provide a laptop for every 2-3 participants as most of the time they will work in groups. During the reflection time at the end of the day it's helpful for each participant to have their own computer for responding to articles and the day's activities.

Printing

Very likely your participants will want to print resources they find, articles for the readings, and materials created in their groups. So please provide some way for your participants to print.

Firewalls

We will use a variety of interactive websites for collaboration during this week. It is imperative that you check your filter/firewall settings at your site.

The following sites must be accessible:

- www.wordpress.com
- www.skype.com
- docs.google.com

Webcams

When the small groups are not meeting in a videoconference, they will be meeting with Skype. We highly recommend a few webcams so that these participants can experience desktop videoconferencing. This will make it easier for the groups to accomplish their work as well.

H.323 Videoconference Systems

Your main room should have a videoconference system with at least a document camera for showing documents or objects. Small group meeting rooms could be smaller or mobile H.323 videoconference systems. We will be connecting IP during this week and you will need to be able to dial and to receive calls into your systems.

Bandwidth

You'll need enough bandwidth to accommodate a 384K videoconference for each of your small group meeting rooms. We will also be using laptops during this week, so take into account the online laptops also.

Bridging

After the groups are defined, we always have one site as the main bridge for the activities, and another site as the backup bridge. If you have bridging services and would like to volunteer bridging for the training, please talk to one of the lead facilitators.

Digital Cameras

Don't forget the cameras to document this amazing week. Some sites have "photographer" as a job each day. Extra batteries, a charger, and an easy way to share photos is also helpful.

Handouts and Printing

There will be a participant handbook, a project template booklet, and possibly a few other sheets here and there. Usually this gets completed late in the week before the workshop starts. So make sure you plan for time to get these copied. Some facilitators provide a binder for the participants.

Some items are best printed as posters for participants to reference during the week, such as the daily itinerary, small group lists, and weekly schedule.

Your Contribution

Consider how you will contribute to the group. Are you familiar with one of the morning simulations? Want to lead one of those activities? Do you have a suggestion for one of the whole group 1 hour afternoon times? Do you have an interesting project going in your area that we could feature? Do you have an idea of some materials that would enhance the workshop? Talk to the lead facilitators about how you can contribute.

Bottom Line

This project is a collaboration among site facilitators as well as between participants. Think about what your expectations are and how you might fit into this group.