

Student Symposium Convener and Event Organizer Tips

Preparing for Student Symposia: Watch videos to become familiar with Open Space technology format.

https://www.youtube.com/watch?v=M_jhcvCYBbg

https://www.youtube.com/watch?time_continue=345&v=WQj12jmLGr4

1. Execution of Student Symposia:

Before Event

- Work with the Accessful Coordinator to prepare for events (catering, email/telephone confirmations, etc.) as directed.
- Arrive at venue 1.5 hr. prior assisting event set-up.
- Determine if the venue has an adequate number of chairs and tables? Rental needed? Linens?
- Confirm access to sound equipment, projector, screen, speakers at the venue. Rental needed?
- Acquire all materials: chart paper, Post-It notes, pens, tape, name tags, pens, etc. Have all supplies in a bin (work with the Accessful Coordinator.)
- Arrange pick up of refreshments and treats (work with the Accessful Coordinator.)
- Visit venue to determine set up/staging spaces
- Work with the Accessful Coordinator to prepare for events (catering, email/telephone confirmations, etc.) as directed.
- Arrange pick up of refreshments/treats (work with Accessful Coordinator.)
- Participate in planning/preparation meetings via conference call and emails.
- Review documents for symposia (shared on Google Drive)

Morning of Event

- Access and set up/assist with any sound or computer technology (projectors, screens, speakers, microphones, etc.) at the venue as required.
- Arrange chairs in concentric circles for numbers attending, ensure wheelchair accessible entry points.
- Check table arrangement for lunch break.
- Ensure all charts, and signs are posted in visible locations.
- Establish spaces for the 4-5 break out discussion areas, with large chart paper and markers.
- Set up refreshment/food table, name tags at arrival area.

- Organize materials such as post-it notes, pens, chart paper for sessions.
- Assist staff for Warm-Up/Icebreaker activities, troubleshoot during day
- Help initiate discussion topics if students are reluctant. (Ideally need at least 4-5 topics to discuss for each session, better to have at least 4-5 students with similar ideas so they can be grouped together to avoid one student having to lead discussion alone.) The more students writing Post-It Notes, the better - just group them by theme or topic.
- Take Post-It notes from students after offering to the circle and place on Agenda Wall
- Manage Agenda Wall into common 'threads' for breakout groups (4-5 topics/session)
- Assist students during 'Marketplace' time to locate their topic 'sticky note', understand where/when they need to be to participate in the session, help participants choose other breakout talks when their 'topic' is not active.
- Circulate and monitor breakout discussions, ensure supervising teachers are recording discussion for Feedback Wall, and assist students to generate discussion if required.
- Ensure chart papers are posted on Feedback Wall from teachers (scribing) after each session.
- Problem-solve issues as they come up during the day, either identified by event staff, supervising teachers, students, or Accessful staff.
- Assist with collecting 'Exit Tickets/Feedback forms' at the end of day.
- Assist students and teachers at dismissal if required.

End of Event

- Clean up the venue (chairs, tables etc.) Prepare any rentals for pick up.
- Collect all materials (pens, Post-It notes, etc.) back in the bin, note replacement supplies needed for Day 2 or 3.
- Collect charts to be re-used for subsequent Student Symposia dates.
- Collect and photo Feedback Wall chart paper.
- Check-in with the Accessful Coordinator before leaving.

Post Event

- Work with Accessful Coordinator to deliver in-school programming to participating students and teachers in Feb-March.
- Contact Spec Ed Heads to arrange time and space for in-school programming after the Accessful Coordinator has made initial arrangements.
- Small group lessons with students, meetings with Spec. Ed. Head at schools. (One 75-minute period/school for students, plus 30-60 min meeting with Spec Ed Head/school.)
- Report to the Accessful Coordinator after each school session.