Edcamp Organizer Handbook

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Welcome to the Edcamp Community by Digital Promise!

Being an Edcamp organizer means being part of an international movement that empowers teachers and communities across the globe, increases collaboration among administrators and educators, allows for free professional development in all neighborhoods without discrimination, and encourages experienced educators to share their experiences with others. Since 2010, the Edcamp model has spread exponentially around the world. You are now a part of this community!

Recently, the former Edcamp Foundation merged with Digital Promise, creating new synergies and exciting opportunities for the Edcamp Community! Launched in 2011, Digital Promise was created with a mission to accelerate innovation in education and to improve opportunities to learn. As the Edcamp Community enters its next phase, we will continue to support organizers hosting local Edcamps and sharing resources and best practices to the community at large. We are committed to powerful learning experiences where educators can collaborate and create inclusive and meaningful learning experiences for their students.

We will support you through the process of planning and organizing your Edcamp event. This Organizer Handbook will be a key tool in helping you navigate your Edcamp, with a step-by-step guide to help you set up, advertise, fundraise, and organize!

Thank you for your participation, and for the dedication and energy you bring to the Edcamp Community! We look forward to organizing with you.

The Edcamp Community Team

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Step One: Planning Your Edcamp

It may seem overwhelming when you first decide to take on planning an Edcamp, but there are several key pieces of information, that—if you invest an initial amount of research in the beginning—can pave a smoother process to success.

For those new to Edcamp, check out Edcamp: Professional Development for Teachers by Teachers to feel the essence of Edcamp.

Here are some aspects to consider initially:

- Understanding Local Edcamps

- Organizing a Team

- Securing a Location and Date

- Planning a Virtual Edcamp

- Promoting Diversity, Equity, and Inclusion

- Creating a Name and Logo

- Funding an Edcamp

- Finding Sponsors and Swag

- Planning a Virtual Edcamp

Understanding Local Edcamps

You should always try to attend an Edcamp before organizing one. It will help you understand the concept and overall goals of Edcamp, and give you a better perspective about what to expect. If you aren't able to attend one in person or online, don't worry—it's why we created this handbook!

Before organizing your Edcamp, do some research on your area, surrounding Edcamps, possible venues, and the potential for participants and other collaborating organizers. There are parts of the country that have dozens of Edcamps! Check out www.digitalpromise.org/edcamp to find them. If you find an Edcamp already established in your area, you can either look to join their team of organizers or you can still host your own. However, it is better to spread them out throughout the year.

New! For virtual Edcamps, your target audience can be broader than your geographic location. Since Edcamps are public events, anyone can register for a virtual Edcamp. In addition to expanding your audience, virtual Edcamps can be a great way to broaden networks for professional affinity groups. For example, you could organize an Edcamp to bring together paraprofessionals, or Black educators, or teachers with ESL students.

Organizing a Team

Edcamp is all about sharing our strengths as educators! There's no need to try to organize an event all by yourself; reach out to your community and build it with a team. It is really helpful to have people on your team who come from a variety of schools and districts. This makes it easy to invite a larger community. It's not required, but strongly encouraged!

When putting together your team, remember that a good attitude is essential in all organizers. Edcamp thrives on cheerful goodwill, mutual respect, and shared enthusiasm for education. You will want to be sure that everyone on your team can support an open, passionate, and collaborative conversation among educators from all walks of life. You also want people who can get a job done, and done on time.

Be intentional about diversity! Recruit co-organizers who have different identities, experiences, and skills than yours. Having organizers with diverse perspectives will strengthen your planning and help make your Edcamp inclusive and welcoming.

Jump right in and you can find all kinds of people willing to help put together your Edcamp. Your team doesn't even have to be made up of people you have met face-to-face. Go ahead and post to Twitter or Facebook; you might be surprised at who responds. Some of the best Edcamp organizing teams met through the #Edcamp hashtag!

After establishing a team, begin setting up weekly or monthly meetings in preparation for your Edcamp. Establish who is responsible for what and set deadlines. There is an Organizer Checklist at the end of the handbook to help you think through necessary tasks. Many Edcamps use a shared Google folder to develop and store the resources they need for their Edcamp. Another option is Slack, which is customizable for working projects.

Securing a Location and Date

Virtual or In-person?

Note: For virtual Edcamps, location is not about where but what platform. You will need to pick a platform that will allow participants to break out into smaller session or breakout rooms. We recommend no more than 15 people per breakout room to allow for everyone to have a chance to participate in an organic way.

A good location makes hosting an Edcamp much easier! Schools are the easiest places for Edcamps, with a cafeteria for refreshments and session board building and lots of classrooms for sessions. Start with your own school or the school of an organizer on your team; it's best if you have a direct contact at the school. You can also check with local colleges and neighboring districts.

The number of people who come to a first-time Edcamp varies. Remember that size isn't the goal; great conversations are! New Edcamps can range in size from 15–25 people and up. Some of it depends on whether teachers in your area are familiar with Edcamp. If they are, you will have more people registering to attend. Decide what size feels manageable to you and set the registration accordingly. For your first Edcamp, if you have space, aim for 100¬¬¬–125 teachers attending. That will keep it from being too overwhelming. Remember that usually about 25–50 percent of the people who register will not show up. It is a free event, and their plans will change. Expect it and don't worry when it happens. It happens to every Edcamp around the world!

You want to **plan for breakout spaces for the individual sessions**, such as classrooms or sections of an auditorium. Plan on approximately 15–20 people in each space.

Strong WiFi is a definite advantage at an Edcamp. In today's digital age, it allows for better sharing and net-working options. While there are non-digital Edcamps, most use the benefits of having WiFi to record notes on Google Docs, to tweet out about what is happening, and to connect with other teachers who are not in attendance. Strong connectivity also helps with adaptive technology, so your Edcampers can use devices or laptops if they need extra support to participate.

Don't forget to think about transportation. Parking usually isn't an issue, as most schools and public spaces have available lots. Check your venue's nearness to public transportation, and include any helpful details in your event communications. Make sure to create signs to mark where to park and where to enter the building, especially with mobility needs. This may be apparent, but if there is any question, clear signs will help your participants feel comfortable from the moment they arrive.

Planning a Virtual Edcamp

We support Edcamps that want to convene virtually instead of in-person.

Organizers decide to host virtual Edcamps for a variety of reasons: participant access and mobility, sharing resources across districts, broadening professional networks, or COVID-19 public health guidelines.

Organizing a virtual Edcamp requires the same creative energy and collaborative spirit as an in-person event, and may offer greater flexibility in some respects. But although you won't need to secure a physical location for your virtual Edcamp, you'll still need to consider most of the other planning steps in this handbook. Here are additional considerations for taking your Edcamp online:

Scheduling: Virtual Edcamps can be a single event or spread across multiple days or weeks. Choose the frequency and timing that will work best for your audience. Be clear about your start/end times—and time zones!—to help participants plan ahead.

Audience: Is your Edcamp just for those in your district or city/county, or will it be open to educators everywhere? Since there's no travel time or costs involved, educators everywhere can attend a virtual Edcamp. Make your audience clear in your registration and social media to set appropriate expectations.

Note: If your event is not able to be open to the public, it cannot be called an Edcamp because it does not follow the first tenet of Edcamp: free and open to the public. Professional development days that are only open to a specific school or district are encouraged to title their event, "A professional development day using the Edcamp model."

Digital Session Board: Traditional in-person Edcamps begin by creating their session board together at the start of the day, either digitally or using sticky notes and a wall. But for a virtual Edcamp, topics can be collected in advance—at the point of registration, for example—by using Google Forms or other software. (If you are a Google school, you will have Google Forms as part of your G Suite.) Create your digital session board in advance and be prepared to host multiple sessions at once. To promote the "rule of two clicks" (or feet), compile your session board in a shared document or file and list the teleconference links for each so attendees can find the session that's right for them.

Meeting Online: Organizers can use any secure teleconference software, such as Zoom or Google Hangouts, to bring participants together. Eventbrite even offers a section for live streaming or webinar events, so you can use a single platform to register and livestream. Follow best practices for online safety, like requiring a meeting password for participation and keeping that password off public websites, to prevent Zoom bombing or other unwelcome behavior at your event. **Tip:** check if your preferred platform offers closed captioning, which can improve accessibility and reduce online fatigue. Supplement your teleconference conversation with "slow chat" software like Fligrid, Padlet, and Jamboard so attendees can share ideas, resources, and feedback.

Format: A popular structure is to bring participants together in a shared online space first for a welcome message or video, then use breakout rooms to separate group attendees into smaller groups, either randomly or by affinity group (e.g., grade level). Recruit moderators for each session room in advance, and prep them ahead of time to assist with conversations. You may want to have both a facilitator to monitor conversation and a moderator to help monitor the chat feature. (It can be challenging to do both at once!)

Consider equipping your facilitators and moderators with three to five icebreaker questions to start conversations if needed.

Additional Resources:

Zoom Accessibility Features

PowerPoint Presentation Translator

"How to Prevent Zoom Bombing" (PC Mag)

Promoting Diversity, Equity, and Inclusion

Edcamps should always be inclusive. We affirm the dignity and value of all identities, and we don't tolerate harassment of any kind. You can find our anti-harassment policy here. Additionally, you can see a recent statement from Digital Promise on racial inequity here.

To make your Edcamp truly collaborative, think about what barriers or obstacles your participants may encounter. This includes being excluded or marginalized based on race, gender, age, language, culture, appearance, or physical ability. Your considerations may include: where and how you meet, who attends, who speaks, how session boards are built, how discussions are presented and moderated, and when and how challenges are met.

One way to be inclusive is to invite conversations: Offer a respectful way for participants to ask questions in advance. Many school districts can provide extra support or accommodations to help. For example, if a participant needs interpretative services, ask if the school/district offers interpretation services that can be made available for your Edcamp.

But recognize that some concerns might be sensitive topics that your participants won't be comfortable discussing on open forums like Twitter. As the organizer, you can think through many of their potential considerations in advance and proactively address them in FAQs, event materials, and signage.

Additional Resources:

"Characteristics of White Supremacy Culture" (Showing Up for Racial Justice)

"Creating More Inclusive Events" (Skidmore College)

"How to Host a Truly Accessible Event" (Eventbrite) and "Making Meetings & Events Accessible" (Cornell University)

Creating a Name and Logo

Your name and logo are your first steps in creating a brand for your Edcamp. Through incorporating the Edcamp logo, you link your event with all of the Edcamps around the world. Our participants will recognize your Edcamp through your logo and begin to identify themselves as part of the community of passionate educators that you are creating.
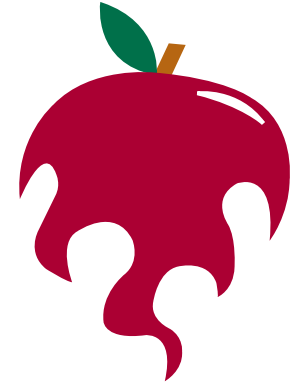
Once your team is assembled, it is time to decide on a name. Most teams choose a name with their location, such as the first Edcamp, **Edcamp Philly**. There are other Edcamps that use the nickname for their town, like **Edcamp Sparkle** from Spartanburg, South Carolina. Still others use themes, like **Edcamp STEM**.

When deciding on a name and logo, make sure to:

Use "Edcamp" in the name.

Use the Edcamp apple in your logo design.

Use Century Gothic Regular font for the text in your logo.

You'll also need a logo that incorporates the Edcamp apple to create an identity for your Edcamp. It is a great tool for spreading the word about your event. Many Edcamps incorporate symbols of their region or city into their logo.

Here are some name and logo examples from across the community:
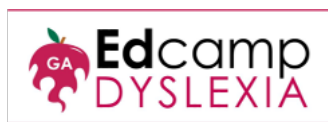
Personalize your logo: Each Edcamp is encouraged to be as creative as they choose in designing their logo. Organizers often have students create their logo! Your logo creates an easy way for you to distinguish your Edcamp from the hundreds of others that are advertised through the official Edcamp website and across social media platforms.

Plan Your Day

Think about the length of your Edcamp. Some Edcamps are full day events, running from 8 a.m. to 3 p.m., while others are half-day events. Virtual Edcamps can even split their events across different days or even weeks. It is completely up to you and your team how long your Edcamp lasts. Break-out sessions usually run for 45 minutes to an hour, with some passing time in between.

For example, EdcampNJ started creating only half of their session board at the beginning of the day. They had two sessions and then a break. They used the break time to give out swag and to build the rest of the board. This allowed space for newcomers, who might have been initially hesitant, to suggest a session. It also allowed for conversation that started in the first sessions to continue in the next round.

However you structure the day, leave room to breathe! Consider where people might need a few minutes for themselves, whether it's refreshment breaks between in-person sessions or mini breaks between online conversations.

Creating Your Session Board

Google Docs software is most useful in creating a session board. It's easy to edit the day of the event and easy to share, so attendees may reference the session board on the day of your Edcamp. It's also a great idea to create links to blank notes for each session. If you do this ahead of time, attendees can just click the link to notes and start sharing. Here's a sample session board and directions for creating one of your own.

Funding an Edcamp

Edcamps are free to attendees, but hosting one can come with a price tag. Many organizers like to provide food and have door prizes for their participants. The Edcamp Community by Digital Promise wants to make this as easy as possible, so we can provide free Edcamp-in-a-Box resource kits to organizers to take away the pressure of significant fundraising.

Through the Edcamp-in-a-Box program, we provide you with necessary supplies to host your Edcamp, including: name tags, markers, sticky notes, Edcamp stickers, buttons and other branded items, sponsorship opportunities, and, potentially, funds for light refreshments.

If you search for additional funding through sponsorships, make sure to understand the difference between a sponsor and vendor.

- In accordance with the tenets of the Edcamp model, *vendors **are not** allowed at Edcamps, whether selling or promoting material.* In addition to vendors being prohibited, we also discourage self-promoting. The purpose of Edcamp is to create a hassle-free environment for all participants. Nobody is there to feel obligated to buy or subscribe to anything.

- Sponsors donate funds, refreshments, or gifts to be door prizes and/or raffle items, expecting nothing in return. Many organizers ask local coffee shops, pizza restaurants, local businesses, and banks to support their Edcamps. These are gifts to the educators who attend, rather than tax-deductible donations. **Note:** The Edcamp Community by Digital Promise is prohibited by law from serving as a conduit for support to individual Edcamps.

Finding Sponsors and Swag

Swag items, such as stickers, buttons, bags, and goodies that come with your Edcamp-

in-a-Box, are a great way to energize those attending your Edcamp and to spread the word of the Edcamp Community!

In an Edcamp-in-a-Box, you will find sponsor postcards for the Edcamp Community from companies who want to support local Edcamps. Reach out to each and learn what they have to offer, which range from discount codes to stickers and other swag. All of it is free!

You can reach out to local businesses and see if they will donate gift certificates. Local businesses love to support teachers! When you're talking to your sponsors, give them all the information they'll need to understand what it is you're doing. Explain what Edcamp is, why you're excited about it, and how their contribution can help you put together your event. You might want to share the video, Edcamp: Professional Development for Teachers by Teachers, to help them understand.

If they ask, "What do you need?" tell them. Ask if they want to sponsor "the big giveaway of the day," which is a great way for them to get their business and brand noticed at an Edcamp. Always remember to let people know Edcamp is a participant-driven professional development opportunity for educators to get together to learn, share, and network.

Once you've locked down sponsors, show your gratitude. Tweet about them, mention them on Facebook and other social media platforms, put them on your website, and include their logo on promotional materials. And be sure to keep them updated on when and how their funds are being used. If they sponsored a giveaway, let them know their materials have been handed out. And of course, when your Edcamp is complete, reach out again to say thank you to all your sponsors. It's important to keep a positive relationship with everyone who contributed so you can reach out to them again for next year's Edcamp. Even in this day and age of technology, a handwritten or personal thank you note or email goes a long way!

Step Two: Contact the Edcamp Team at Digital Promise

After establishing your organizing team, setting a date, and deciding whether your Edcamp will be in-person or virtual, it's time to register your Edcamp event. Please register with us approximately **three (3) months before your Edcamp** to give us time to process your request.

When you register your Edcamp with us, you receive the following benefits:

- Connection to the global Edcamp community

- Technical support with creating an Eventbrite registration site (if needed)

- Eligibility for receiving an Edcamp-in-a-Box, with funding for light refreshments (if requested)

- Promotion of your Edcamp on the official Edcamp website, connecting you to a wider stretch of possible participants

Our online registration form asks a series of questions so we can better understand how we can support your efforts. Be sure to fill it out completely so we can process your request without delay. If you need an Edcamp-in-a-Box (for Edcamps within the United States only), be sure to check the appropriate boxes.

Once we receive your event registration form, we will verify that your Edcamp follows the tenets of the Edcamp model:

- Free and Open to All Educators

- Participant-Driven

- Experience, Not Experts

- Rule of Two Feet (in-person) or Clicks (virtual)

- Vendor-Free

Edcamps that register with us must also meet the necessary requirements (i.e., Edcamp must be in the name, the logo must incorporate the Edcamp apple, only U.S. based Edcamps are eligible for a box and/or funding) of an Edcamp.

If requested and approved, an Edcamp-in-a-Box will be shipped to you approximately one month prior to the date of your Edcamp.

Note: We are currently not sending Edcamp-in-a-Box resource kits to organizers because of the coronavirus pandemic.

Ask to be added to the Edcamp Organizer Facebook page. The organizers there can be a great resource for you.

Step Three: Advertise Your Edcamp

We post your event on the official Edcamp website with a link to your participation registration platform (Eventbrite). This helps get the word out on your Edcamp on a large scale, but you want to advertise locally as well. Here are some ways to spread the word about your Edcamp.

Setting Up Your Eventbrite

When you submit your event registration to the Edcamp team at Digital Promise, we will offer to draft an Eventbrite page (under the Edcamp Community's parent account), which you can then customize. This custom page will allow you to register your attendees seamlessly, and can double as an event website if you like. If you have a separate website already established for your Edcamp, now is the time to add your Eventbrite page to it. This means that anyone can register via your website, or ours—doubling the likelihood and outreach of participants. (All registrations will show up within Eventbrite.)

We ask organizers to share their participant lists for the sole purpose of building the Edcamp community. We use these emails to send out our newsletter, which highlights the voices of the educators in our community. We will NEVER make that information public, nor will it be sold for any reason.

For more information about setting up your Eventbrite registration page, click here.

Setting Up a Website

You don't have to create a website for your Edcamp, but if you decide you want to highlight important information and increase your online presence, we are behind you a hundred percent!

Your website doesn't have to be flashy or complicated—just a simple, straightforward site with all the necessary information will work wonders. Different Edcamps use a variety of platforms, such as Weebly, Wix, Jimdo, and Google Sites. Use the one with which you are most comfortable. Check whether your platform offers an accessibility plug-in, which will adjust your website's appearance (including adapting the font and color palettes, and providing visual equivalents for auditory information) for visitors who might have accessibility needs.

No matter what platform you choose, make sure your site includes the following:

- **Event Information**

  - We recommend your homepage includes:
    - What (name of your Edcamp)
    - Where (map or directions)
    - Date and Time (start and finish)
    - Link to Eventbrite registration page
    - Contact Information
    - Anti-Harassment Statement

- **Edcamp Background**

  - Feel free to embed video(s) about Edcamp, but make sure to answer the two most important questions for visitors to your site:
    - What can people expect when they attend?
    - Why are you bringing Edcamp to your community?

- **Schedule for the Day**

  - A blank session board with the times can help participants get an idea of how the day will unfold.

- **Organizers**

  - List the organizers as an initial step in building community. It helps participants know who to go to if they have questions and it recognizes and celebrates them for volunteering. Include a short bio along with a Twitter handle so participants may connect and build their professional networks.

- **Sponsors**

  - A page for your sponsors is strongly recommended. The generosity of your sponsors helps you fund your Edcamp and make it the best event possible. You can provide links to their websites.

- **Blog**

  - As your Edcamp approaches, adding blog posts are a great way to drive interest. Some Edcamps feature individuals who are planning to attend, while others post about current events in education that will certainly spark discussions. Whatever you blog about, be sure to tweet the link and post on Facebook to drive traffic to your website!

Using Social Media

Historically, the Edcamp movement has spread through social media platforms. Utilizing social media can be a great tool for spreading awareness of your Edcamp! All the mentioned social media apps can also pair with Eventbrite, the official Edcamp website, and your own!

Twitter

Many people who attend Edcamps are on social media. Start following #Edcamp and #EdcampUSA. Create a dedicated account for your Edcamp and start using its hashtag. Include #Edcamp in your tweets, so other members of the community can find your Edcamp and help you promote it. You want to have a good hashtag connected with your Edcamp.

A good hashtag is #Edcamp with the location. For example, if you're hosting an event in Chicago, go with hashtag #EdcampChicago.

Facebook

You can create a Facebook event page for your Edcamp, so people can "like" and express interest in your event and stay updated on news and developments. This will also give you a central online location where people can check in for all the important information about your Edcamp. Just make sure people have

access to register through the Eventbrite account and not through your Facebook page; this could create inconsistencies for your attendance list.

Other Materials

Flyers and emails about your Edcamp work well to get the word out. Send emails to anyone you think might be interested in the event and ask your community to spread the word by forwarding your email to other educators. If you're making detailed and colorful emails, we recommend using Mailchimp (free for anyone sending up to 2,000 email addresses). Good targets for these emails include surrounding schools, unions, and educational organizations.

Hard copy flyers can go far in creating interest as well. Just be sure to keep an eye on your budget as printing costs can seriously add up over time. Place them in faculty rooms and by the copier.

Step Four: Final Preparation

Be in contact with the people in charge of your location in the weeks, and even months, ahead of your event. This will help you be prepared for anything!

Do a site visit to confirm the layout for the event and make sure it works with your location managers. Don't forget to get all the necessary WiFi information. Also, make sure to identify accessibility features and make them known to people who have registered for your Edcamp; you want to avoid as many surprises as possible!

If providing refreshments, make sure everything is ordered ahead of time. Confirm the payment method and time. Plan for the necessary time to pick up or receive a delivery. Assign team members to set up refreshments at the school ahead of the registration rush.

Review the *Organizer's Checklist* one last time. Remember if you need any help, contact the Edcamp Community Team directly for assistance or advice, or reach out to the community on Twitter with #Edcamp or on the Organizer Facebook page.

Step Five: Your Edcamp!

It's showtime! You've done the hard work, now it's time to host your event. It's time for the magic of Edcamp—connecting with and learning from other educators.

In this section, we'll cover all of the steps in running a successful Edcamp:

- Setup
- Introductions
- Break-out Sessions
- Wrap-Up and and Share Out
- Share Your Story

Setup

In-Person Edcamps

Once you're on location, assign your team wherever they're needed. Identify and prepare your session rooms and main area.

- Take a picture of the way each room is set up _before_ moving anything so clean up is easier. Organize the desks in a circle to facilitate conversations.
- Set up the Registration table with name tags. This is their first point of contact, so put your most welcoming organizer in this spot.
- Get the refreshments ready!
- Put clear signs everywhere, the more the better: direction signs, WiFi codes, bathroom signs, etc. Over-informing your attendees is better than the alternative.
- Session Board set-up:
  - If using a _physical_ space: create a large grid with session times on one axis and room numbers on the other. This can be made on a wall with painter's tape or on a white board.
  - Collect session topics by:
    - Placing sticky notes and markers at several spots around the room for people to identify topics and post directly to the board.
    - Hanging large paper that people can write topics and handing out stars for people to post by the topics they are interested in talking about. Create the board from the most popular topics.
    - Using index cards/pieces of paper for participants to write topics and questions of interest to them. Organizers can then collect the index cards, identify the main topics and create the session board from them.
  - If using a _digital_ space, set up your digital session board and make sure it is open to the public. Be sure to visually post the session board link for participants to access.

Tips:

- Have at least one organizer managing the session board; this person should make sure there are not two sessions on the same topic at the same time. It may be necessary to encourage participants to run sessions together.

- Have a table close to the Registration table for newcomers. Place an organizer there who can explain the agenda for the day and answer questions for people who have never attended an Edcamp before.

- Make sure your digital schedule is shared publicly with anyone, but only editable by the member of your team who is in charge of the session board. That organizer should be updating the digital session board as it is being filled. This should be relatively easy as you will have created your Google doc session board ahead of time.

- Assign someone to take photos. They are great to add to your website to show the energy of the event, and we love to receive them!

Introductions

Welcome all of the people attending your Edcamp! Thank them for sharing their time with the Edcamp Community. Remember, participants come to Edcamps in their free time with the goals of learning and networking, and ultimately improving the quality of education in their own classrooms and beyond. Their participation is voluntary and should be commended.

Make sure to use name tags to make networking easier!

Edcamps do not have presentations within sessions, but organizers should be prepared to give a short introduction with an overview of the day so people know what to expect. Make sure initial introductions are no more than 30 minutes long!

Here are some key points to share with participants:

- Show a short [video](#) introduction to the Edcamp model. We recommend showing with the captioning turned on.

- Explain the layout of the space, session break-out rooms, rest room facilities, etc.

- Review the schedule for the day.

- Provide the necessary WiFi information.

- Introduce your organizer team, so attendees know who they can turn to for information as the day moves on.

- Encourage and inspire! It's important to have friendly organizers walking around the room and encouraging participants to add a session to the board.

Sessions

Congratulations! Your session board has been created and everyone is heading off to their first session.

Organizers tend to do a variety of activities while sessions are going on:

- Pour a cup of coffee, sit down, and smile!

- Wander the halls and listen in on a variety of conversations.

- Join and participate in a session that is of interest.

- Lead a session on how to organize an Edcamp.

  - Take photographs to document the learning that is happening.
- Be available for anyone who seems lost or confused.

Wrap-up and Share-Out

Take a moment to smile! It wasn't always easy, but you've made a significant contribution to the educators in your area and should be proud of all your accomplishments!

A few last steps for after your Edcamp:

1. Be sure to walk through every space. Review the photographs that you took and make sure that each room is returned to the way it looked when you arrived. The goal is to leave the venue in the same or better condition than you found it.

2. Send an email to participants, thanking them for attending. It's important to make them feel part of this new learning community. You want them to celebrate the day and plan on attending the next one.

3. If you have sponsors, send them a thank-you note (email or paper).

4. Meet with your organizers and volunteers to reflect on the day. We hope you'll want to plan another Edcamp. Keeping a few notes can be helpful for the next Edcamp.

5. Within two (2) weeks, submit your session board and pictures of your event to the Edcamp team at Digital Promise using the upload links we provide.

6. If you used our official Eventbrite account, your attendee list will automatically be given to the Edcamp Team at Digital Promise. However, if you used a different account or platform, please submit a list of your attendees to us (CSV or Excel) to build our community.

7. Ask someone on your team to write a blog post and tweet out the link. Share that blog post with us at @EdcampUSA.

Share Your Story!

Consider having your Edcamp featured by the Edcamp team at Digital Promise. We want to highlight real Edcamps in our newsletters and communications, as a way of sharing best practices and lessons learned. We would love to feature yours. This is true if you are a brand new Edcamp or a well-established one.

If you would like to contribute, please submit the following to edcamp@digitalpromise.org:

- Share something special about your Edcamp (500-750 words).

- Please include your name, title, and headshot (jpeg format).

Edcamp Community's Anti-Harassment Policy

The Edcamp Community by Digital Promise ("Edcamp Community") provides technical support and guidance to organizers (**"Organizers"**) of Edcamp Community-sponsored events (collectively, the "**Event**(s)") across the country and internationally. The Edcamp Community does not condone any form of harassment by any of its Organizers, or by Edcamp attendees or participants (collectively, the **"Participants"**), as explained in this anti-harassment policy (the **"Policy"**). Any individuals organizing Edcamp Community-sponsored events (i.e., Organizers) must agree to abide by this Policy. The Edcamp Community encourages all Participants to follow the Policy, and, as outlined below, requires Organizers to let the Edcamp Community know of any reported violations of this Policy or behavior that may violate this Policy.

Notice

To help make Participants aware of this Policy and to encourage compliance with this Policy, the Edcamp Community will post this Policy on the Digital Promise website under the Edcamp Community Initiative. *Edcamp event Organizers must post on their websites the following statement and provide a link to the Policy posted on the Digital Promise website under the Edcamp Community Initiative:*

- The Edcamp Community and Edcamp [insert name (e.g., Boston)] are dedicated to providing a harassment-free experience for everyone, regardless of religion, gender, gender identity and expression, sexual orientation, disability, physical appearance, body size, race, or age. The Edcamp Community does not tolerate harassment or bullying in any form of anyone at an Edcamp or at any events sponsored by the Edcamp Community. At the discretion of the Organizers, Participants violating these rules may be asked by Organizers to leave an Edcamp event; and at the discretion of the Edcamp Community, Organizers who violate this Policy may be precluded from hosting and organizing future Edcamp events. Our anti-harassment policy can be found at: http://digitalpromise. org/edcamp/anti-harassment-policy

Additionally, **all emails, press releases, and other public communications must contain the following statement without alteration or abbreviation:**

- The Edcamp Community and the Edcamp [insert name, e.g., Boston] are dedicated to a harassment-free experience for everyone. The Edcamp Community's Anti-Harassment Policy can be found at: http://digitalpromise.org/edcamp/anti-harassment-policy

Harassment Defined

The Edcamp Community is dedicated to providing a harassment-free Edcamp experience for everyone, regardless of gender, gender identity and expression, sexual orientation, disability, physical appearance, body size, race, age or religion.

Harassment or bullying can take the form of a number of different behaviors, including persistent comments, actions, jokes or suggestions, which are unwanted by the recipient and create an intimidating environment. Other forms of harassment or bullying may include, but are not limited to:

- Posting of sexual images in public spaces, or via electronic communication;

- Deliberate intimidation, stalking, or following;

- Harassing photography or recording;

- Sustained disruption of talks or other events;

- Inappropriate physical contact, sexual or otherwise;

- Unwelcome sexual attention or request for sexual favors;

- Express/implied threat of dismissal/loss of promotion on racial grounds or for refusal of sexual favors;

- Offensive language or gestures, gossip or slander;

- Persistent undermining of confidence, competence, and self-esteem;

- Failing to acknowledge the rights or needs of people with different views or practices;

- Undignified treatment or exclusion of people with disabilities or on the grounds of gender, age, sexual orientation or race; or

- Advocating for, or encouraging, any of the above behavior.

Making Reports

If someone makes you or any other Participant(s) feel unsafe or unwelcome at an Edcamp Community-sponsored event, please report the incident in one of the ways outlined below, as soon as possible.

- If the Offender is a Participant, report the incident to the Edcamp event Organizer. The Edcamp event Organizer must create a written report and send a copy of this incident report to the Edcamp Community Program Director, amodica@digitalpromise.org.

- If the Offender is the Edcamp event Organizer, report the incident directly to the Edcamp Community Program Director, amodica@digitalpromise.org.

When taking a report, Organizers must make efforts to ensure that you are safe and cannot be overheard. They may involve other Edcamp event staff to ensure your report is managed properly. Once you are safe, Organizers will ask you to recount what happened. This process can be upsetting, but Organizers will use all efforts to treat you, and the situation, as respectfully as possible. You may also feel more comfortable if you have someone with you to support you. The Organizers will not ask you to confront anyone, and will also make efforts to keep your information confidential.

Organizers will be happy to help you contact local law enforcement, local support services, to provide escorts, or otherwise assist you to feel safe.

Organizers must report all incidents to the Edcamp Community either during, or immediately following, the Edcamp event and provide follow up regarding how the reported concern was handled.

Taking Reports

It is an Organizer's responsibility to at least try to take a report of all harassment incidents at an Edcamp event.

When taking a report from someone who witnessed or experienced harassment (the "Reporter"), Organizers should record the Reporter's experience, including all elements of a report, as described above, and reassure the Reporter that he or she is being taken seriously. However, Organizers should avoid making specific promises about what actions the Organizers, or the Edcamp Community will take. Organizers are not agents of the Edcamp Community and cannot speak on behalf of the Edcamp Community. Organizers should ask for any other information if the Reporter has not volunteered it (such as time, place), but should not pressure the Reporter to provide it if he or she is reluctant. Even if the Reporter cannot provide important details, Organizers should still record the incident. If the Reporter desires it, Organizers may arrange for an escort by an Edcamp Organizer or another Participant or trusted individual, may contact a friend of the Reporter, and/or contact local law enforcement. Organizers should not pressure the Reporter to take any action if he or she does not want to take action. Organizers should respect the Reporter's privacy by not unnecessarily sharing details with others, especially individuals who were not involved with the situation or with non-Organizers.

Organizers must report all incidents in writing to the Edcamp Community, with a report on how the incident was investigated and resolved, even if a report is incomplete or lacks important details.

Enforcement

A Participant who is asked to stop any harassing behavior must comply immediately with the request.

If a Participant engages in harassing behavior, Organizers retain the right to take any action(s) to ensure that the Edcamp event remains a welcoming environment for all Participants. This includes, but is not limited to, warning the offender (the "Offender"), expelling the Offender from the Edcamp event, and/or preventing future attendance by the Offender at any Edcamp event. The Edcamp Community retains the right to take any action(s) to ensure that Organizers comply with this Policy.

Edcamp Organizers may take action that they believe is appropriate and consistent with this Policy, including, but not limited to, issuing warnings, expelling individuals from the Edcamp event, or prohibiting future attendance at Edcamp events. Participants concerned about the conduct of Organizers are encouraged to report concerns directly to the Edcamp Community. The Edcamp Community is simply a sponsor of the Edcamp event; however, if the Edcamp Community receives a report of a concern, it may take action that it, in its sole discretion, believes is appropriate, including, but not limited to prohibiting future attendance at events hosted by the Edcamp Community, or prohibiting certain individuals from organizing Edcamp Community-sponsored events in the future. Because situations and interpretations vary, the Edcamp Community also reserves the right not to take any action. Under no circumstances will the Edcamp Community be liable in any way for any of the Organizers' or Participants' actions or non-actions.

Warnings

Any Participant can issue an oral warning to an Offender that his or her behavior violates this Policy. The Participant should make a report of the warning to the Edcamp event Organizer as soon as practical, preferably in writing.

The report should include:

- Name or description of the Offender;

- The time the Participant issued the warning;

- A description of the offending behavior;

- The approximate time of the violating behavior (if different than the time of warning);

- The circumstances surrounding the incident;

- The Participant's name (if not anonymous); and

- Any other people or witnesses involved in the incident.

Session Interruptions

Sessions should not be stopped for one-time gaffes or minor problems, although Organizers should try to speak to those involved afterward. That said, Organizers should take immediate action if necessary to politely and calmly stop any session in which an Offender repeatedly or seriously violates this Policy. For example, an Organizer (or a Participant, if an Organizer is not present) may simply say: "I'm sorry, this session cannot be continued at the present time," without any further explanation. A written report should be made promptly thereafter.

Expulsion

The Organizers may decide to expel a Participant from an Edcamp event for whatever reasons they deem sufficient if the Participant has violated this Policy. However, here are some general guidelines re the grounds for when a Participant should be expelled:

- Any offense resulting in a warning from Organizers;

- Continuing to harass after any "No" or "Stop" instruction;

- A pattern of harassing behavior, whether with or without warnings;

- A single serious offense (e.g., punching or groping someone); or

- A single obviously intentional offense (e.g., taking up-skirt photos).

Public Statements

As a general rule, Organizers should not make any public statements about any harassment, or any actual or potential responses to the same, during or after the Edcamp event.