

**Edcamp**  
**Community**  
by Digital Promise

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# Organizer Handbook

*Last Updated: March 2023*

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## Welcome to the Edcamp Community by Digital Promise!

Thank you for your interest in organizing an Edcamp. Being an Edcamp organizer means being part of a global movement that empowers educators, promotes meaningful professional development, and encourages sharing experiences. Since 2010, the Edcamp “unconference” model has spread exponentially, transforming learning for educators around the world. You are now a part of this amazing global community!

In 2020, Edcamp Foundation merged with [Digital Promise](#), a global nonprofit that works to shape the future of learning. Digital Promise works across research, technology, and practice to test new ideas, scale up what works, and expand opportunity for every learner. Now the Edcamp Community at Digital Promise, we continue to support organizers in hosting Edcamps and to sharing our resources and best practices with the community at large. We are committed to powerful learning experiences for educators, by educators.

We will support you through the process of planning and organizing your Edcamp. 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***

[edcamp@digitalpromise.org](mailto:edcamp@digitalpromise.org)

<https://digitalpromise.org/edcamp/>

## 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’s unconference spirit, check out our videos to feel the essence of Edcamp:

[\*What is an Edcamp?\*](#)

[\*Edcamp: Professional Development for Teachers by Teachers\*](#)

Here are some aspects to consider initially:

- Understanding Local Edcamps
- Organizing a Team
- Securing a Location and Date
- Promoting Diversity, Equity, and Inclusion
- Creating a Name and Logo
- Funding an Edcamp
- Finding Sponsors and Swag
- Planning a Virtual Edcamp

### Understanding the Local Edcamps

You should always try to attend an Edcamp before organizing one. It will help you to 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 — that’s why we created this handbook!

Before organizing your Edcamp, you should do some research on your area, surrounding Edcamps, possible venues, and potential participants and collaborating organizers. There are places all around the United States that already have dozens of Edcamps! Check out [www.digitalpromise.org/edcamp](http://www.digitalpromise.org/edcamp) to find them. If you find an Edcamp already established in your area, you can ask to join their team of organizers, or you can still host your own Edcamp. However, it’s important to be aware of timing; it’s better to spread events out throughout the year.

For an online or virtual Edcamp, your target audience can be broader than your geographic location. Virtual Edcamps can be a great way to broaden networks across districts and regions, and to engage with affinity groups of educators. For example, an online Edcamp could bring together a bigger group of paraprofessionals, librarians, or teachers of students with special needs.

### 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 strongly encouraged to have people on your team who come from a variety of schools and districts. This makes it easy to invite a larger

community.

When putting together your team, remember that a good attitude is essential in all organizers. Edcamp thrives on cheerful good will, 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 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 to make your Edcamp welcoming and rewarding for all participants.

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

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. Use our Organizer Checklist at the end of the handbook to help you think through necessary tasks. Many Edcamps use a shared Google folder or Slack channel to develop and store the resources they need for their Edcamp.



## Securing a Location and Date

A good location makes hosting an Edcamp much easier! Schools are often the easiest places for in-person Edcamps, with a cafeteria for refreshments and session board building and lots of classrooms for breakout groups. 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.

For virtual Edcamps, location is about choosing a platform that will allow participants to break out into smaller session rooms. Zoom, Google Meets, and Eventbrite all offer free web conferencing capabilities. We recommend no more than 15 people per breakout room to allow for everyone to have a chance to participate in an organic way.

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 to many more. Interest may depend on whether educators in your area are already familiar with Edcamp. If they are, it is likely that more people will register to attend. Decide what size feels manageable to you and set the registration accordingly. Remember that usually about 25-50% 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.

For your first Edcamp, aim for 100-125 teachers attending if you have the space to accommodate this number. That will keep it from being too overwhelming. You can even decide to start smaller with 30-50 teachers for your first Edcamp and then scale up as you gain experience with organizing.

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

**Strong Wi-Fi** is a definite advantage at an Edcamp. In today's digital age, it allows for better sharing and networking options. While there are non-digital Edcamps, most use the benefits of having Wi-Fi to record notes on Google Docs or Padlet, to tweet 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. Create signs to mark where to park and where to enter the building, especially for anyone with mobility needs. These items may seem self-evident to those already familiar with the venue, but clear signs will help your participants feel comfortable from the moment they arrive.

## 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.

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 you meet, how session boards are built, who facilitates discussions, and when and how challenges are met. As the organizer, you can

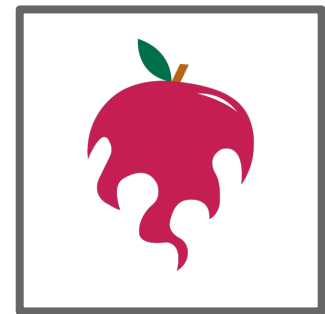
think through potential considerations in advance and address them in FAQs, promotional materials, and signage for your event.

One way to be inclusive is to invite conversations. Offer a respectful way for participants to ask questions in advance. Recognize that some of their concerns might be sensitive and not suited to public forums like social media. Another way to be inclusive is to educate yourself about existing solutions. Search online for resources using key phrases like “creating inclusive events,” “making meetings accessible,” and “accessible technology.”

Many school districts can provide extra support or accommodations, such as interpretation services like ASL, that can be made available for your Edcamp. Most online meeting platforms offer features like closed captioning for free.

## 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, SC. Still others use themes, such as **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 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 creative in designing their logo. Organizers often have students create their logo! Your logo offers 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.

## Planning Your Day

Think about the length of your Edcamp. Some Edcamps are full day events, running from 8 a.m.—3 p.m., while others are a half day. Virtual Edcamps offer lots of flexibility and can even split their sessions across different days or weekends. The length of your Edcamp is up to you and your team.

Break-out sessions usually run for 45 minutes to an hour, with some passing time in between. EdcampNJ started by creating only half of their session board at the beginning of the day. They held two sessions and then a break. The break time was used 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 created space for conversation that started in the first sessions to continue in the next round.

However you decide to 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.

## Preparing Your Session Board Format

Google Docs software is useful in creating a session board. It's easy to edit on 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. This is especially true for virtual Edcamps, where clearly listing the links will help participants follow the "rule of two clicks" to find the session that's right for them.

You can find a digital template and instructions for creating your own session board in the [Resources for Organizers](#) section of our Edcamp website. In-person Edcamps usually create their session board together at the start of the day. For a virtual Edcamp, you can collect topics in advance—at the point of registration, for example—so that your session board is ready at the beginning of the event.



## 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 self-supply Edcamp-in-a-Box resource kits to organizers to take away the pressure of significant fundraising.

Through the Edcamp-in-a-Box program, Digital Promise provides a digital gift card to purchase necessary supplies like name tags, markers, sticky notes, and pens. For eligible in-person events, we can potentially provide 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 are a great way to energize your Edcampers. 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 of 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 our videos 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. Keep them updated on when and how their funds are being used. If they sponsored a giveaway, let them know that their materials have been handed out. 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 that 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: Registering Your Event and Participants

### Registering with Edcamp at Digital Promise

After establishing your organizing team and setting a date, it's time to register your Edcamp event. Please [register with us](#) **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 and social media, connecting you to a wider stretch of possible participants.

Our [Event Request Form](#) asks a series of questions to help us better understand how we can support your efforts. Fill it out completely so that 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.

Our review process has a few simple steps. First, 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 (or Clicks)
- Vendor Free

Next, your event must meet the branding requirements: *Edcamp* must be in the event name, and your logo must incorporate the Edcamp apple.

Once we have verified that your Edcamp follows the tenets and meets the branding requirements, our team will reach out to you to discuss your Eventbrite and Edcamp-in-a-Box needs.

### Setting Up Your Eventbrite

When you register your event with us, you will have access to a free registration page within our community Eventbrite account. Our team will draft an event page for you to customize and manage. This



custom page will allow you to register your attendees seamlessly and can double as an event website. If you decide to create a dedicated website for Edcamp, simply embed the Eventbrite link into your site. 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.)

All Edcamp registration pages and platforms must include our anti-harassment policy:

*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 event 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>.*

Registration pages and platforms that are outside our community Eventbrite account must include Edcamp's Data Sharing Policy so that participants are aware we will receive their contact information:

*Data Sharing: I understand that by registering for this Edcamp, my registration information will be shared with the Edcamp Community by Digital Promise and saved in a secure CRM database. I understand that I may be contacted by Digital Promise and the Edcamp Community.*

If you decide to use a separate account or a platform, you will need to provide us with your registration list. We ask organizers to share their participant lists for the sole purpose of building the Edcamp community. We use these emails to send out newsletters and emails about upcoming events for educators. We will NEVER make that information public, nor will it be sold for any reason.

## **Edcamp-in-a-Box and Funding**

Edcamps in the United States that register with us can request Edcamp-in-a-Box and a cash stipend. (Regretfully, we do not have the funding to offer financial support for Edcamps outside the United States at this time.)

In-person Edcamps can receive a digital gift card of \$50 or more to self-supply your Edcamp-in-a-Box. (As of June 2022, we no longer ship physical resource boxes.) We will provide you with a suggested shopping list of key items, but you can buy any materials you need to make your Edcamp a success. Additionally, you can request a \$200 stipend check to purchase light refreshments or other amenities for Edcamp. The recipient will need to complete required accounting forms including an IRS Form W-9; our team will help you with this process.

Virtual Edcamps may be eligible for a digital gift card of up to \$100 to purchase fun swag and prizes for their event. Virtual events are not eligible for cash stipends.

No proof of purchase or receipts are required for Edcamp digital gift cards or cash stipends.

## Step Three: Advertising your Edcamp

We will post your event on the official Edcamp website with a link to your registration page and will promote your Edcamp on our official social media accounts. This helps to spread the word about your Edcamp on a large scale, but we recommend advertising locally as well. Here are some ways to spread the word about your Edcamp.

- Creating a Website
- Using Social Media
- Leveraging Other Materials

### Creating a Website

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

Your website doesn't have to be flashy or complicated; a simple, straightforward site with all of 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 accessibility plug-ins, 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, you'll want to make sure your site includes the following important information:

<b>Event Information</b>	<ul style="list-style-type: none"> <li>■ We recommend that your homepage include:               <ul style="list-style-type: none"> <li>○ What (Name of your Edcamp)</li> <li>○ Date and time (Start and end)</li> <li>○ Where (Map or directions)</li> <li>○ Link to Eventbrite registration page</li> <li>○ Contact information</li> <li>○ Anti-harassment statement</li> </ul> </li> </ul>
<b>What is Edcamp?</b>	<ul style="list-style-type: none"> <li>■ Feel free to embed video(s) about Edcamp, but make sure you answer the two most important questions for visitors to your site:               <ul style="list-style-type: none"> <li>○ What can people expect when they attend?</li> <li>○ Why are you bringing Edcamp to your community?</li> </ul> </li> </ul>

<b>Schedule for the Day</b>	<ul style="list-style-type: none"> <li>■ A blank session board with the times can help participants get an idea of how the day will unfold.</li> </ul>
<b>Organizers</b>	<ul style="list-style-type: none"> <li>■ 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 that participants may connect and build their professional networks.</li> </ul>
<b>Sponsors</b>	<ul style="list-style-type: none"> <li>■ A page for your sponsors is strongly recommended. The generosity of your sponsors helps you to fund your Edcamp and makes it the best event possible. You can provide links to their websites.</li> </ul>
<b>Blog</b>	<ul style="list-style-type: none"> <li>■ 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 spark discussions. Whatever you blog about, be sure to tweet the link and post on Facebook to drive traffic to your website!</li> </ul>

## Using Social Media

Historically, the Edcamp movement has spread through social media platforms. Utilizing social media can be a great tool for spreading awareness around your Edcamp! All the social media apps below 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 that 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 #EdcampChicago.

### ■ Facebook

You can create a Facebook event page for your Edcamp, so that people can "like" 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. 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.

## Leveraging 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 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 months ahead of your event. This will help you to be prepared for anything!

Do a site visit to confirm the layout for the event and that it works with your location managers. Don't forget to get the necessary Wi-Fi 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.

For virtual Edcamps, confirm the links and login instructions for your participants ahead of time. Set up any supplementary "slow chat" software like Fligrid, Padlet, and Jamboard so attendees can dive right into sharing ideas, resources, and feedback. Check the security settings for your web conferencing platform: 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. Activate closed captioning where possible to improve accessibility and reduce online fatigue.

Review the *Organizer's Checklist* one last time. Remember to 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: Edcamping Time!

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 Share-out

## Setup

Once you're on location, assign team members 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 that 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 (e.g., directional signs, Wi-Fi codes, bathroom signs, etc.). Over-informing your attendees is better than the alternative.

### Session Board Setup:

- 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 on 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 on 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.

Website: [#edCampSWO](#) : Saturday, April 12th, 2014. Twitter TAG Cloud: [bit.ly/edCampSWO\\_cloud](#)  
Sessions Below (please update and add new sessions to the chart)

If you have notes from sessions this morning -- would you consider adding them to gDoc to allow others to view/contribute to? If so, please link it to the title below.

#edCampSWO	Library	Rm 16	Rm 9	Rm 10	Rm 11	Rm 12
1st Session 9:10 - 10:10	<a href="#">Twitter - How to, Why, etc.</a>	<a href="#">Augmented Reality</a>	<a href="#">iPad Screencasting in Class - Flipped Student Creation</a>	<a href="#">The Connected Classroom Twitter, Blogging, Global Projects, Youtube</a>	<a href="#">Really Great apps for the Music Room</a>	
2nd Session 10:20 - 11:20	<a href="#">Documenting Learning using Evernote</a>	<a href="#">Assistive Technology - devices, apps and as an remediation tool</a>	<a href="#">Hour of Code Developing Digital and logical Thinking</a>	<a href="#">Want to Learn: Using Minecraft in the Classroom</a>	<a href="#">Using Videogames in Math</a>	<a href="#">iPad Screencasting in Class - Flipped Student Creation</a>
3rd Session 11:00 - 12:00	<a href="#">Presentation Tools - apps, ie Flowboard</a>	<a href="#">What Makes a Leader (Google Hangout with EdCamp London) (cross-linked with #edCampLDN document)</a>				

12:00 - 1:00 LUNCH

1:00 - 1:20 DOOR PRIZES

1:10 - 2:00 [Doug Peterson's Keynote: A Teacher's Digital Footprint](#)

2:00 - 3:00	<a href="#">Who Knows about Google Hour?</a>	<a href="#">Social Studies &amp; Inquiry Based Learning</a>				<a href="#">Google Tips &amp; Tricks</a>
3:10 - 4:00		<a href="#">Intro to E-Learning</a>	<a href="#">Obstacles to Digital Tech --&gt; Solutions?</a>	<a href="#">Engaging Parents in a Connected Classroom through Twitter</a>	<a href="#">Inquiry Learning &amp; iPads</a>	<a href="#">Skype in the Classroom</a>

4:00 FINAL DOOR PRIZES

## Tips:

- Have at least one organizer manage 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 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 that 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 Wi-Fi information.
- Introduce your organizer team, so that attendees know who they can go 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.

**For virtual Edcamps**, a popular format is to bring all participants together in a shared space first for a welcome message or video and then head into separate digital “rooms” by topic. It may be helpful to create separate links for each session topic in advance so that there’s dedicated space for each conversation. You can also use breakout rooms to split attendees into even smaller groups, either randomly or by affinity group (e.g., by grade level). Recruit moderators for each digital room in advance and prepare them ahead of time to assist with conversations. You may want to have both a facilitator to foster 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.

## 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, listening 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 isn't always easy, but by organizing an Edcamp, you will have made a significant contribution to the educators in your area. You should be proud of your accomplishments!

There are a few final steps to take once your Edcamp has come to an end:

1. Walk through every space. Review the photographs that you took and make sure that each room is returned to the way that 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 to plan on attending the next one.
3. If you have sponsors, send them a thank-you note (email or hand-written).
4. Meet with your organizers and volunteers to reflect on the day. We hope that you'll want to plan another Edcamp. Keeping a few notes can be helpful for the next Edcamp.
5. Within two weeks, submit your session board to the Edcamp Team at Digital Promise using the upload links that we provide.
6. If you used our official Eventbrite account, your attendee list will automatically be available 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!

## Appendix: 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 ("**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 event 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 by Digital Promise at [edcamp@digitalpromise.org](mailto:edcamp@digitalpromise.org).
- If the Offender is the Edcamp event Organizer, report the incident directly to the Edcamp Community by Digital Promise at [edcamp@digitalpromise.org](mailto:edcamp@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 or 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 and 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 regarding 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.