

Changemaker Toolkit

Five steps to organising a Teachmeet

1. Getting Started

- Find a suitably sized venue for the size of your Teachmeet
- Set a date
- Choose a theme (if you wish) – this will inspire teachers to come!
- Source funding/sponsorship to pay for some light refreshments

2. Promotion and Advertisement

- Promote event – use social media, the Teachmeet Ireland website and Twitter account, advertise through education centres, inform colleagues in local schools, put up posters, ask for retweets from friendly colleagues, send emails... (*a sample flyer is included in our Resource pack.*)
- Find people to speak at your event – remember you can always include digital contributors via Skype or sourced over Twitter
- Set up a free Eventbrite account to handle ticketing, at www.eventbrite.ie – we strive for all our Teachmeets to be free events, and Eventbrite is a useful way of allowing people to register to attend.

3. Before the Event

- Send each speaker a presenter's form (*A sample is included in the Resource pack.*)
- Prepare the event programme – ask speakers for a 50-word synopsis on the subject they are sharing, and include it in a programme with the speaker's name and contact details (including Twitter handle). (*A sample included in the Resource pack.*)
- Set a timetable for the event – consider alternating the 'micro' (5 or 7-minute) and 'nano' (2-minute) presentations appropriately.
- Find the digital equipment you need – projector, laptop, screen, microphone (where necessary), cables and leads
- Test the WiFi – tell your presenters to have a backup/be prepared in case it fails
- Ask all speakers to email any digital presentation to you around 48 hours in advance, to ensure there are no issues opening content on your computer system.
- Email all attendees the day before the event to remind them of times, directions, parking, hashtags for tweets posted during the event, etc.
- Prepare the venue – arrange chairs, refreshments, projector and screen, microphone if needed
- Activate heat and outdoor lighting if necessary

4. During the Event

You will need a minimum of two hosts during the event: one to compere and one to offer tech support.

- Have a volunteer at the entrance to take Eventbrite tickets or run a sign-in sheet – the entrance desk should include programmes, spare pens and notepaper
- The compere should welcome all participants and speakers – know a little background on each when introducing them.

- Use a free resource like http://classtools.net/main_area/fruit_machine.swf to choose the order of participants throughout the event
- Time each speaker – you might like to use a red/yellow card system to keep people within their allotted time. Try to be firm or you will frustrate your attendees!
- You have the option to tweet throughout the event, sharing information with digital contributors or people following the event off-site. (Use a hashtag if you have agreed one!)
- When all speakers have finished, invite all attendees to refreshments to meet individually with the speakers and develop their professional network.

5. After the Event

- Email all attendees a digital copy of the programme and request any feedback they might have (this can be done more formally though an online survey should you wish).
- If you have permission to do so, share the digital presentations with attendees through whatever means you can.
- Give yourself a pat on the back for organising a superb event and then go try out the many ideas you will have just learned!

CHECKLIST

Who

2 hosts (1 compere, 1 tech support)
1 volunteer (Entrance tickets)
10-15 presenters (each speaking for either 2 or 7 mins)

Time

Allow 1 hour per week for 4 weeks to prepare for Teachmeet
The Teachmeet itself will last approx 1.5 – 2 hours

Resource Checklist

Access to venue with seats

2 volunteers

Refreshments

Digital equipment

- ✓ Wifi access
- ✓ Projector & screen
- ✓ Laptop
- ✓ Microphone
- ✓ Adaptor leads

Resource Pack online

- ✓ Presenters form
- ✓ Sample flyer
- ✓ Sample programme

Five-step Check List:

1. Getting started
2. Promotion & Advertisement
3. Before the Event
4. During the Event
5. After the Event