

Teach for the Bay Conference for the San Francisco Bay Area
Virtual Conference Request for Proposals
October 5th to 8th, 2020

What: Teach for the Bay's first Virtual Workshop Series

When: October 5th-9th, 2020, from 9AM to 4PM each day (until 12PM only on Friday the 9th)

Who: Current & Future Educators and those that support them

Invitation: Each BACCC/RJV TPP college is requested to participate and offer at least 1 workshop during the week of the conference. Most workshops will be 60-minutes, although there are a few slots for 120-minute workshops.

Possible Presenters and Topics: Community college faculty and staff, student panels, community college and CSU/UC/IHE partners and could include teaching content for ECE educators, SPED, TK-12, community college, counselors, paraprofessionals, school district staff, dual – enrollment pathways, cohorts and other professionals. A college may want to highlight a successful program or an innovative model or showcase! Distance education strategies, COVID responses and other online resources are specifically helpful at this time. Some statewide and regulatory content workshops are already in place and are being planned by CCSF.

This is a great opportunity for each of our colleges to showcase what we can offer students and the community!

The Details: Present a workshop of 60 minutes (a few slots of 120 minutes will be available) 1-2x during the week. You can choose any time that works for you to present. The workshops will appear in chronological order in the program.

Lunchtime Networking/"Brown Bag" Sessions: We invite you to a lunchtime "brown bag" session on Tuesday or Friday for future teachers. Depending on how many students come, we will assign teacher prep faculty to breakout rooms and form small groups to support students' individually.

Presenter Responsibilities:

- Zoom Invite:** Set-up a Zoom meeting invitation with security password (note: This link will not be published in the program in order to avoid Zoom bombing).
- Participant Registration:** Set up an Eventbrite registration or Google Survey. Be sure to ask for participants' names and emails so that you can email them the link to your Zoom workshop.
 - Note:** The registration link to the Eventbrite or Google form will be the link available in the public program.
- Participant Reminder:** Send a reminder about the workshop 1-2 days before the workshop with all the sign-in information.
- Consider Recording Your Workshop:** If you record your workshop it will be linked to on our website and students will be able to access it. Please record without participants screens to protect participants' privacy, or ask for their permission to record the workshop in your registration form.
- Certificate of Completion:** Create a certificate of completion that can be sent to workshop participants after the workshop.

- Co-Presenter/Monitor:** Please find a co-presenter or monitor to help with logistics and technical issues during the workshop. For example, they can read the Chat conversations and respond while the presenter facilitates. They can also remind you to track attendance.
- Workshop Slideshow:** Please include our pre-made slide in your slideshow to show that we are part of the BACCC RJV Teach for the Bay Conference.
- Bio:** Please include your bio in your slide presentation (we don't have room for all our bios in the program).
- Accessibility:** Please consider language and accessibility (e.g. headings, captions) as you plan your workshop.

During Workshop:

- Participant Tracking:** Be prepared to track attendance (e.g. have all participants sign-in in the chat box) so that you can email certificates of completion to participants.
- Attendance Record:** We will ask you for a record of attendance in order to track overall participation in the conference.

Workshop Security:

- Password:** Every Zoom meeting needs a password to enter
- Workshop Registration:** Participants should only receive the Zoom room & password after they register. Please do not make this information publicly available.
- Enable Waiting Room:** If someone comes onto your Zoom session uninvited (which the previous steps are designed to prevent), put them in the waiting room and then either talk to them or end the meeting for them.
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Follow-Up After Workshop:

- Send a link to the Zoom recording to: Tracy? Jerica?
- Send Tracy/Jerica a report about how many people participated in the workshop
- (any other information about participants? Do we want to collect their emails for future announcements? We could add something to the sign-up list....like "Would you like to receive future emails from Teach for the Bay?)