123VC!!
Jazzing Up Your Curriculum With Videoconferencing

Preparing your site for 123VC and Facilitator FAQ's

Logistics

How do I advertise to my districts?
There is a flyer prepared that you can adapt for your location. The participant limit is 20 per site.

What is the cost?
There is no cost for participating in the collaboration. You can use your own local procedures to determine the cost for your participants. Some locations pay teachers to attend; others offer it free for grant participants; others charge a cost for their own teachers and another cost for others. Costs at the various sites ranges from $25 to $350.

Rooms
You will need a main meeting room with flexible furniture arrangement for most of the meetings. This room will be used for small group activities, simulations of student video conferences, and more. So being able to move the furniture around if necessary is helpful. Tables for groups to meet together are good too.

You will also need 2-5 small meeting rooms for the small groups in the afternoon. The number rooms depends on how many videoconference systems you have and how many participants will attend at your site. Four videoconference rooms for 20 participants is ideal. Smaller rooms or offices can be used for some of the groups

Food
Each site is responsible for the lunch details. We recommend providing food because generally, there is only a 30 minute window for lunch (due to multiple time zones). Some sites ask participants to bring a brown bag lunch; others provide lunch; some provide only snacks. It is your budget!

Times
This workshop spans multiple time zones. This requires detailed planning. The schedule for your site will include a minimum of 30 minutes added to the beginning and ending times from the generic schedule. Verify your times with your lead facilitator before advertising.

Equipment and Technology

Laptops
We recommend providing laptops for participants. However because the participants work in groups and interact, we don't recommend a computer lab as your main presentation room. You may also decide to provide a laptop for every 2 participants as most of the time they will work in groups. During the reflection time at the end of the day it's helpful for each participant to have their own computer for responding to a day's activities.

Filters
We will use a variety of interactive websites for collaboration during this week. It is imperative that you check your filter/firewall settings at your site.
The following sites must be accessible:
• www.wordpress.com
• www.skype.com
• docs.google.com
• Pbworks.com

Printing
(Optional) Provide a printer for participant access.

H.323 Videoconference Systems
Your main room should have a videoconference system with at least a document camera for showing documents or objects. Small group meeting rooms could be smaller or mobile H.323

videoconference systems. We will be connecting IP during this week and you will need to be able to dial and to receive calls into your systems.

Webcams *(Sometimes used, not always)*
When the small groups are not meeting in a video conference, they might with Skype. We recommend a few webcams so that these participants can experience desktop videoconferencing. This will make it easier for the groups to accomplish their work as well.

Bandwidth
You'll need enough bandwidth to accommodate a 384K videoconference for each of your small group meeting rooms. We will also be using laptops during this week, so take into account the online laptops also.

Bridging
After the groups are defined, we always have one site as the main bridge for the activities, and another site as the backup bridge. If you have bridging services and would like to volunteer bridging for the training, please talk to one of the lead facilitators.

Digital Cameras
Don't forget the cameras to document this amazing week. Some sites have "photographer" as a job each day. Extra batteries, a charger, and an easy way to share photos is also helpful.

Handouts and Printing
There will be a participant handbook, a project template booklet, and a few other sheets.
Some items are completed late in the week before the workshop starts. Make sure you plan for time to get these copied. Some facilitators provide a binder for the participants.
The daily itinerary, small group lists, and weekly schedule work well when printed as posters. *(This is optional.)*

Your Contribution
Consider how you will contribute to the group. Are you familiar with one of the morning simulations? Want to lead one of those activities? Do you have a suggestion for one of the whole group 1 hour afternoon times? Do you have an interesting project going in your area that we could feature? Do you have an idea of some materials that would

enhance the workshop? Talk to the lead facilitators about how you can contribute.

Bottom Line

This project is a collaboration among site facilitators as well as between participants. It is a fantastic learning experience for facilitators and participants.

Think about what your expectations are and how you might fit into this group.

JAZZ Lead Facilitators, 2013

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