

## Community Forum Registration Support Document



April 30, 2018

8:30 a.m. Registration Table opens

9-9:30 a.m. Light Breakfast and refreshments available

9:30-9:45 a.m. Opening remarks

10:00 a.m.- 12:30 p.m. Presentation sessions

12:30-1:15 Lunch

1:15-2:00 p.m. Awards & Reflections

Here are a few notes that will help make community forum registration easier for those presenting with students! There are a few questions in the registration that you will likely want to review before following the [link](#).

*Anyone attending with youth:*

### **Your action is needed in the following ways,**

- Please be sure all photo release forms are on file at your school for students who are attending the forum. We will have professional photographers and videographers at the event. We need to know the names of any students who do not have parental permission to be photographed ahead of time.
- Please send us an email with the names of all chaperones by April 15<sup>th</sup>, 2018. All chaperones need to register. This helps us have accurate meal counts.
- If you need an alternate room set up, such as tables around the perimeter of the room, or tables for audience members to work on, please let us know so that we can try to accommodate you.
- Please invite your admins and parents! We want them to see the great PBE work being done in their schools and communities. Make sure to have them register!

### **Presentation Descriptions & Accompanying Questions**

**Poster sessions** generally consist of 3-4 poster groups in a room during a specific 30-minute session. Group members should be present at their poster during their assigned 30 minute session. Each group will be provided with a display table. Please plan to bring your own laptop

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if you would like to display anything electronically at your display table. At the beginning of each session, a room moderator will ask each group to give a brief 5-minute introduction of themselves, and the highlights of their poster. After that, audience members will be free to browse the different posters informally and to ask group members questions about their work. Poster sessions are open to current SEMIS members as well as schools who are interested in joining SEMIS and have been involved in Place-based education efforts that they would like to share.

**Registration questions:** Title, description of project you will present (to be used for the program), total # of involved students, if students will be present to facilitate the presentation of the poster, and if you'd be interested in repeat sessions. A list of student names who will be attending.

**30-Minute Presentations and workshops** are assigned to a room during 1 or 2 time slots and are only open to SEMIS schools and community partners. Presentations should focus on Place-based education experiences that have occurred with students during this school year and should allow for as much student voice and reflection as possible. Please remember to leave a few minutes within the session for audience questions! A room moderator will help you keep track of time.

Please expect up to 40 audience members in your session. Each presentation room will be set up with theater style seating and equipped with a projector and laptop, but you may wish to bring additional equipment. Please notify us if you need an alternative set up for the room.

**Registration questions:** Presentation title, description of project you will present to be used for the program, total # of involved students, how students will be involved in this presentation session. The strength of the SEMIS Community Forum comes from its focus on student voice and student led sessions. Sessions can be narrated or guided by adults, but please give students ample opportunity to lead as much of the session as possible and appropriate for their age group. A list of student names who will be attending.

# *See you there!!*

*Contact us with questions:*

*Lisa Voelker, 734-487-5552 or [lvoelker@emich.edu](mailto:lvoelker@emich.edu)*

*Check out our Facebook event for information & updates leading up to the forum!*

*<https://www.facebook.com/semiscoalition/>*