



HINTS FOR SETTING UP YOUR OWN VIRTUAL CONFERENCE SITE!

REMEMBER- YOU PAY FOR ONE REGISTRATION BUT CAN HAVE AS MANY AT YOUR LOCATION AS YOU CAN HANDLE!!! WHAT A DEAL!

1. Secure a location that will comfortably hold the number of participants you are anticipating
2. Be sure you have the technical capability at the location
 - Technical Requirement-For the best viewing experience, be sure your computer meets the requirements listed below:**
 - a. **Internet Connection**
 1. Broadband Internet Connection such as: DSL, Cable or T1.
Sorry, we do not support speeds of dial-up Internet Connections.
 2. If applicable, discuss firewalls, etc with district IT personnel **PRIOR** to the broadcast to insure the system server will not block transmission
 - b. **Windows**
 1. Operating System: Windows 8, Windows 7, Windows Vista, Windows XP Service Pack 2
 2. Intel® Pentium® 4 2.33GHz or faster processor (or equivalent)
 3. 128MB of RAM
 - c. **Mac**
 1. Operating System: Apple Mac OS X 10.4 (Intel) or above
 2. Intel Core™ Duo 1.33GHz or faster processor
 3. 128MB of RAM
3. Be sure you have the equipment necessary
 - a. LCD Projector
 - b. Internet connection
 - c. Computer
 - d. Speakers/sound system for the computer--sound will stream from computer
4. Consider inviting **DIFFERENT** groups of people for the different days—people may be able to attend one day but not both...Create Cross stakeholder teams—don't forget to include community and parent leaders! **REMEMBER- YOU PAY FOR ONE REGISTRATION BUT CAN HAVE AS MANY AT YOUR LOCATION AS YOU CAN HANDLE!!! WHAT A DEAL!** AND for only \$25 more, you can have the DVD to use as often as you wish!
 - **Thursday, February 23:** Actualizing the Practice- Mental Health
 - **Friday, February 24:** Legal Issues: Actualizing the Promise
5. Designate someone as an “onsite Facilitators.” You need someone “in charge” at your site, participating...not just roaming in and out. You need someone who can engage your participants. We will be building in some Think-Pair-Share time and we will provide you additional resources and hints for facilitating the meeting with suggestions from our presenters!

6. Create Cross stakeholder teams: General Education/ Special Education /English Language Learners; Teachers and Administrators, Related Service Providers; Elementary, Middle School, High School—and don't forget to include community and parent leaders! Consider starting a **Community of Practice on Mental Health!** (for resources n CoPs go to: <http://www.ideapartnership.org/creating-community/getting-started.html>)
7. Remember to consider inviting your 2nd, 3rd and 4th tier administrators—those who often don't even get to go to state conferences—for you, it may be the teachers you have identified as the people you want to encourage to move into the ADMIN track! This is a great way to “grow” our replacements!
8. Consider including persons from technical schools/colleges and universities. This hybrid conference is a great opportunity to bring high level speakers across some cutting edge fields to your community! Use this as an opportunity to have **quality dialog** with partner groups!
9. Advertise the conference day(s) and be sure people set aside the time –if you are doing it too close to your/their office, the temptation will be great to stop by the office. Consider this a conference just as though you were going to travel to one but you are just saving the travel \$\$\$... the time must be **dedicated** to the conference schedule. **We will provide you with a Flyer template for you to add your information!**
10. If you need/want to charge a registration fee to cover meals/snacks, materials, supplies, etc, **that is perfectly fine**—we are ok with you even making extra \$! We just want to get the great information out to everyone! Consider using part of the money you would have spent on traveling to a national conference into the snacks/meals...make this a **fun** learning experience!
11. Remember the time schedules published by CASE are EASTERN TIME...when you advertise—use the converted time for your time zone—once you register, we will provide you with a schedule based on YOUR Time Zone!
12. Plan breaks/activities during the published break times...we will be very respectful of our Virtual Sites! Consider asking vendors you use to “sponsor” your food, etc.
13. Encourage the virtual vendor time to explore these vendors/sponsors—consider inviting the local/regional reps of the vendors to your meeting!
14. Keep attendance and let us know the attendees and their roles!
15. If you can offer CEU or other credit for the hours spent—make those arrangements and advertise the offering!
16. CASE can provide you with a template for a certificate of attendance if you would like one.
17. Participate in the afternoon “Townhall” meeting and keep notes on what the discussion questions and suggestions are and the consensus of your group--post on CASE Facebook and/or email to lpurcell@casecec.org as we will work on post conference work products using your input!
18. Begin communicating with your attendees through **Facebook** and **Twitter** to encourage them to participate through both social medias during the conference—CASE www.facebook.com/casecec #2017CASEWinter @casecec .
 - a. Consider giving a crash course on the use of both just prior to the conference or during one of the breaks—best resources for this 10 minute crash course—high school and college students ☺!
 - b. Take digital pictures during the sessions and upload them to the conference App, CASE Facebook page and/or tweet them.
 - c. Use the CASE Facebook page to ask discussion questions
 - d. Every time you tweet or post on Facebook, we will enter your name into a drawing for special prizes!