

# Logistics or Making it Happen

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Soon	Reserve housing & parking Reserve venue Administrative support
February	Determine selection criteria Create application form Publicize event
March	Draft agenda Invite speakers
April	Create attendee requirements form Select attendees
(Varies)	Confirm reservations Arrange meals
May	Coordinate with speakers
June	Finalize agenda Attend UVa Tapestry

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## A.S.A.P.: Reserve Space

- Reserve housing & parking
  - Single block of rooms
  - Internet connectivity
- Reserve venue
  - Tables, collaboration space, projector screen
  - Electricity for 30 laptops
- Keep venue, housing, and dining close together
- Seek support
  - Let deans, chairs, etc., know this is in the works
  - Can you get secretarial aid?

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## February: Prepare Applications

- Selection criteria
  - Ask questions that help you choose
  - Our criteria work well for us...
    - Are they teaching CS? How long?
    - Can they demonstrate interest in diversity?
- Create application form
  - Web-form
  - Verify important information
  - Both current and summer contact information
- Check with us to avoid multiple-venue acceptances

4 of 11

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## February–April: Recruiting

- We send joint announcements to SIGCSE, CSTA
  - Announcement going out soon
  - Let us know how much to say
- Mailing lists from
  - School districts
  - Professors in education department
- Word of mouth

5 of 11

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## March: Invite Speakers

- Draft agenda
  - What to cover, not necessarily when
- Invite speakers
  - Applicability of topics
  - Demographic spread
  - Teaching ability
  - Attitude toward high school, diversity
  - Evidence, not just anecdote
  - Cost

6 of 11

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## April: Attendee Selection

- Create attendee requirements form
  - Accessibility needs
  - Food needs/allergies
  - Housing requirements
    - Some choose not to use provided housing
  - Paper or digital handouts
- Select attendees
  - Delay telling “wait list” candidates
  - Encourage reapplying next year

7 of 11

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## (Varies): Meeting Logistics

- Confirm reservations
  - Release unneeded housing, parking, etc.
  - Accommodate accessibility needs
- Arrange meals
  - You should eat with participants
  - Speakers often stay for at least one meal
  - Beverages all day (hot and cold)
  - Some food between meals
- Invite visitors (deans, etc.)

8 of 11

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## May: Coordinate with Speakers

- Transportation, hotel reservations, etc.
- Orient the speakers
  - Presentation style
    - Interactive, directly applicable
    - 1 hour,  $\leq$  20 minutes of that spent talking
    - Anecdote, evidence, & interaction
  - Their audience
    - Teachers: they like to talk
    - The best: bright, energetic, enthusiastic
    - Overworked: ideas need concrete application
    - Fighting several fronts
    - Assume no formal CS background

9 of 11

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## June–July: “Finalize” Agenda

- Order NCWIT handouts (allow 6 weeks delivery)
  - We’ll also bring some
- UVa Tapestry (funded organizers; June 25–27)
  - See a workshop in action
- Think about
  - Speaker schedules
  - Variety, flow, breaks, social time
  - Distributing & collecting room keys, per diem checks
  - Orientation (locations, Internet passcodes, etc.)
- Leave luncheon unstructured
- Last-minute changes do happen

10 of 11

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## Questions?

November	Reserve housing & parking Reserve venue Administrative support
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(Varies)	Confirm reservations Arrange meals
May	Coordinate with speakers
June	Finalize agenda Attend UVa Tapestry
July	Hold workshop!

11 of 11

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