



Pre-K Now Satellite Conference September 20, 2006 - 1:00-3:00 pm ET Site Facilitator Guide

The 2006 conference, “Effective Advocacy in the Pre-K Movement,” is a time to learn and discuss the state of early childhood education in your state and, most important, to brainstorm strategies that will broaden involvement and participation in the pre-kindergarten movement and advance pre-k in your state.

The Role of Site Facilitators

In general, the site facilitator has primary responsibility for promoting group discussion and activities on the day of the conference. Facilitators, organizers, and other volunteers may, of course, choose to divide responsibilities as they see fit. What is most important is that the facilitator creates a welcoming, orderly environment which allows participants to focus their energy on the conference broadcast and any pre- or post-broadcast working sessions.

We also ask that the facilitator distribute and collect conference evaluation forms (provided by Pre-K Now) so that we can incorporate this valuable feedback into next year’s plans.

❖ See page 3 for a facilitator task checklist.

Goals and Tasks for Site Facilitators Before and During the Broadcast

1. Encourage participants to sign-in
2. Set conference ground rules:
Facilitators should encourage an interactive, inclusive, and professional atmosphere that fosters the sort of discussion and learning required for a successful conference. Often times, this may be accomplished by posting a set of ground rules for participants to follow. Feel free to post the ground rules in the room and to go over them as the conference starts.

Here is a set of ground rules that we have had success in using:

- We are equals at the table.
- We are respectful.
- We keep a lid on negativity.
- We limit grandstanding.
- We keep our comments brief.
- We encourage broad participation.
- We have a good time.

3. Create community, set the tone, and carry the spirit
4. Welcome participants to the satellite conference and orient them to format
5. Support participants in the interactive segments (activities and call-in periods)
6. Encourage participants to call in with issues, questions, and concerns
7. Bring closure to each interactive segment
8. Keep the group to the disciplined pace of the satellite conference
9. Apply the conference themes and principles to local situations during discussion and strategy sessions
10. Bring closure to the conference and provide participants with avenues for future involvement

Goals and Tasks for Site Facilitators After the Broadcast

1. Direct participants with additional questions to resources:
We will not have time to answer all questions during the live broadcast, so facilitators should point participants with additional questions toward possible resources.
 - Try to take advantage of resources within the group at your site, and encourage participants to share their expertise.
 - Post-broadcast questions may also be submitted to Pre-K Now via email to conference@preknow.org.
 - You may wish to mention helpful websites - e.g. Pre-K Now (www.preknow.org) and the National Institute for Early Education Research (www.nieer.org) - to participants with more general questions or interests in pre-k advocacy, leadership, policy, and research.
2. Distribute and collect conference evaluation forms

Site Facilitator Checklist

Before the day of the conference

(Note: The site organizer may handle many of these tasks or delegate them to people other than the facilitator. These tasks are mentioned so that the facilitator is aware of all necessary preparations.)

- Confirm that the site is equipped with:
 - A large-screen TV. A 30"-32" screen is suitable for up to 25 viewers. For larger groups, multiple TVs or a projection screen are strongly recommended.
 - A dedicated phone and phone line for use during call-in segments.
 - A dedicated phone and phone line for placing technical support calls.
- Test TV to make sure audio and visual are clear.
- Test satellite network connection. Satellite coordinates and testing information are available online at: <http://www.preknow.org/advocate/2006conference/coordinates.cfm>
- Check room lighting and controls. You will need to make the room dark during the broadcast segments; light during activity periods.

On the day of the conference

- Check room arrangement and adjust as needed. (Can all participants see and hear? Do they have an adequate writing surface?)
- Re-test TV and satellite connection. If problems arise, call for technical support.
 - General questions or "C" or Ku band satellite problems:
Call (202) 912-6572, (202) 912-6573, or (202) 912-6574
 - For DISH Network/Echostar satellite problems:
Call (800) 454-0843 (please identify yourself as a "pre-k" site)
- Tape this phone number, 1-800-396-8685, to the phone dedicated for use during interactive call-in segments. Make sure that the phone is placed away from TVs, speakers, and other equipment that could produce feedback or interference when calling.
- Ensure that participants sign-in. A sign-in sheet template is available online at: <http://www.preknow.org/advocate/2006conference/materials.cfm>
- Review ground rules.

After the conference

- Send completed sign-in sheets and evaluations to:

Mail Pre-K Now
Attn: Dale Epstein
1025 F Street, NW
Suite 900
Washington, DC 20004

Fax Pre-K Now
Attn: Dale Epstein
(202) 862-9870