# Elements of TeachMeet

Elements (some essential, some optional) to be put in place by the organiser(s) of a TeachMeet, which is a semi-formal social meeting organised to take information and ideas.

For more information on TeachMeet, visit the UK wiki at teachmeet.pbworks.com, the Scottish site at teachmeet.scot or the Irish wiki at irishteachmeet.wikispaces.com.

## Before

### Technical Infrastructure

- **Choose with care** - this will be invaluable in promoting and sharing online, and building an identity; it also helps those searching for information.
- **Use as much as possible** - it is free advertising, and may reach the teacher that staffroom mailshots miss!

### Social Media

- **Gather a group of supportive volunteers** - organisers, presenters, "enthusiastic lurkers" (those who will attend, help, cheerlead, timekeep, but are not yet ready to present).

### Date, Time, Venue

- **Make this clear in all pre-event publicity.**

### Open call online

- Use a shared wiki space, mailing lists, website, etc.

### Online sign up

- Use a shared wiki space, Eventbrite or Google forms.

### Support

- **Call for sponsors for venue, prizes, gifts.** Be careful to avoid overt corporate branding.

### Community

- **Keep the generic #teachmeet**

## During

### HashTag

- **Choose one** - this will be invaluable in promoting and sharing online, and building an identity; it also helps those searching for information.

### Technical Infrastructure

- **Check out the in-house audiovisual facilities.**
- **And the wifi strength.**
- **Bring a timing device, devise a signalling system.**
- **If using live streaming, check that it is working.**

### Social Infrastructure

- **Arrange the furniture to maximise social interaction.**
- **If using name tags, put the stress on the first name.**

### Social Media

- **Display social media backchannel display if using.**

### MC, Fear / Bean a’ Tí

- **Agreed House Rules**
- **MC makes these very clear in advance.**

### Volunteers

- **Encourage sharing via hashtag as much as possible.**

### Connectors

- **Check in advance. Display the login details.**

### Social Media

- **Good wifi is important to support a sudden burst of activity.**

## Content

### Technical Presentation

- **No sales pitch**
- **No extended Ppt**
- **NanoMicropresentation**
- **Learning conversations**
- **Random name picker**

### Chatter tables

- **To be encouraged.**

### TeachEat

- **This may take place at the start, during a break, or at the end of the event.**

## After & In-between

### Thanks

- **Thanks in every direction, is important, as the people involved are volunteers.**

### Inlaid/Encourage others

- This is a good chance to spread the word, invite all and sundry to get involved, to bring a friend next time, to inspire others to present at or organise a TeachMeet.

### Share online

- **Write a reflective blog post, or post a message of thanks.**

### Share with colleagues

- **Take some ideas back to the staffroom.**

### Share with students

- **Try out the ideas and resources with students. Report back to the presenter who shared it, and share the reaction online.**