

Periodic Table of TeachMeet Elements

Choose #	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 SHARE 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											Choose #					
Date	Organisers										Thanks to everyone:	Volunteers	Presenters	Share links	Send feedback	Date	
Open call	Volunteers										Hosts	Attendees	Sponsors	Share presentations	Seek feedback	Open call	
Online Sign-up	Presenters	Wiki & online booking site	Quality main screen & sound	Wifi	Screen for social media display	Round tables, or face to face	M.C. (Fear a' Ti, Bean a' Ti)	"Law of Two Feet"	No 'sales pitch'	Random order for speakers	On-the-spot speaker lottery	Onliners	Invite others to take part	Chat	Share videos	Social media	Online Sign-up
Name / Theme	"Enthusiastic lurkers"	Constant careful content curation	Timing device, analog or digital	Wifi	Optional live stream	Make new contacts	House rules made very clear	TeachEat	"Law of Two Feet"	2 min. nano-presentation	Active team challenge activity	"Teach	Eat"	Ask	Share contacts	Share in staffroom	Name / Theme
Venue	Spot prizes	Spread the word	Technical pre-check with those dialling in	Wifi	Optional videoing of speakers	Timing strategy agreed by all	Agreed sanction for time violations!	Timing team visible to all	Speakers sharing practice, resources	5 or 7 min. micro-presentation	Exchange of ideas, opinions	"Teach	Eat"	Show	Research	Share with students	Venue
Time	Supportive sponsors	Social media	Social media	Social media	Social media	Chatter as much as possible	Attendees active live on social media	Instant online feedback	Speakers leading learning conversations	15 min. Breakout / SoapBox	"If using Powerpoint do not read lots of slides to audience"	"Teach	Eat"	Tell	Share data	"Pay it forward"	Time
before			during									after & in-between					

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BEFORE	Hashtag #	Choose with care - this will invaluable in promoting and sharing online, and building an identity; it also helps those searching for information. Or use the generic #teachmeet		
	Date, Time, Venue	Choose time and date to suit attendees; venue choice is central to the atmosphere of the event; try to balance technical excellence with social comfort.		
	Topic, Theme	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.		
	Social media	Use as much as possible - it is free advertising, and may reach the teacher that staffroom mailshots miss!		
	Volunteers	Gather a group of supportive volunteers - organisers, presenters, "enthusiastic lurkers" (those who will attend, help, cheerlead, timekeep, but are not [yet] ready to present).		
DURING	INFRASTRUCTURE	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 connections in advance. Hopefully some volunteers with take on 'roadie' duty. Load presentations in advance. Prepare random name picker lottery. Display social media backchannel display if using.	
		Technical	Social Infrastructure	Arrange the furniture to maximise social interaction. If using name tags, put the stress on the first name.
			Connectivity	Check in advance. Display the login details.
			Social media	Good wifi is important to support a sudden burst of activity.
	Social	MC, Fear / Bean a' Ti	Ensures everyone enjoys their evening. Knows the programme, the presenters and the audience. Takes care of the beginning, the middle and the end of the event.	
		Round Tables, or F2F	If there are no tables around which to sit, disrupt the rows of chairs.	
		"Law of Two Feet"	If it is not for you, step away without judgement.	
		Agreed House Rules	MC makes these very clear in advance.	
		Social media	Encourage sharing via hashtag as much as possible. This is by way of thanking volunteers, and connecting remote attendees with the event.	
		CONTENT	No sales pitch	No exceptions. Any sponsor who agrees to support needs to know this in advance. TeachMeet is as 'not for profit' as an event gets.
No extended Ppt	Stick with this rule; advise presenters in advance. If using slide with text, respect the audience, don't read the slides to them - that's what's gotten PowerPoint the bad name!			
Nano/Micropresentation	2 minute or 5-7 minutes presentations to the room. May be a story from the classroom, a pointer to a resource or idea online, or a hands-on activity for those present.			
Learning conversations	15-20 breakout session - there will be several spaced about the room. Attendees choose to attend one, move from one to the other. Some will sprint round all.			
Random name picker	From the start, the order of presenters may be a mystery, solved at each stage by a random name picker e.g. the classtools.net which adds an air of tension and levity.			
Challenge / activity	The curators / MC may decide to hold a team challenge or lead an activity, usually one suitable to be replicated in the attendees' classrooms.			
Chatter at tables	To be encouraged. Important MC role to instigate this.			
TeachEat	This may take place at the start, during a break, or at the end of the event. How often do we hear that "the coffee break was the best part of the CPD"?			
AFTER & IN-BETWEEN	Face to Face	Thanks	Thanks, in every direction, is important, as the people involved are volunteers.	
		Invite/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.	
	Online	Share online	Write a reflective blog post, or post a message of thanks.	
		Share with colleagues	Take some ideas back to the staffroom. Share your reactions. Persuade one or two others to get involved.	
		Share with students	Try out the ideas and resources with students. Report back to the presenter who shared it, and share the reaction online.	