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 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 folks for the different days—people may be able to attend one day but not all three…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!

   a. February 13: Applying Virtual Education
   b. February 14: Integrated Education for ALL
   c. February 15: Re-Inventing/Re-Booting SPED

5. 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!

6. 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!

7. 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!

8. 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.

9. If you need to charge a registration fee to cover meals/snacks, materials, supplies, etc, that is perfectly fine! 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!

10. Remember the time schedules published by CASE are EASTERN TIME…when you advertise—use the converted time for your time zone

11. Plan breaks/activities during the published break times…we will be very respectful of our Virtual Sites!

12. Encourage the virtual vendor time to explore these vendors/sponsors—consider inviting the local/regional reps of the vendors to your meeting!

13. Keep attendance and let us know the attendees and their roles!

14. If you can offer CEU or other credit for the hours spent—make those arrangements and advertise the offering!

15. CASE can provide you with a template for a certificate of attendance if you would like one.

16. Participate in the afternoon "Townhall" meeting and keep notes on what the discussion questions and suggestions are and the consensus of your group.

17. 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 #2013CASEWinter @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 CASE Facebook page and/or tweet them.
    c. Use the CASE Facebook page to ask discussion questions