



Flat Classroom™ Conference and Live Events Inc.

Hosting Guidelines

**Applications are invited now to host the Flat Classroom™ Conference 2013.
Expected deadline for applications: February 15, 2012.**

PREAMBLE

Flat Classroom Conference and Live Events Inc. is a non-profit US-based 501(3)(c) organization that has been formed to be the umbrella group for Flat Classroom conferences and workshops (mini-conferences). Our aim is to run a global conference every 2 years, and smaller workshops at other times.

In 2009 the inaugural conference was hosted by Qatar Academy, in Doha, State of Qatar. In 2011 the conference was hosted by Beijing BISS International School, Beijing China.

We are looking for progressive schools that are serious about challenge-based learning, global issues, global collaboration and essential pedagogical strategies to support global project design, as well as support global competency and international mindedness objectives. We are looking for schools that have the facility to host up to 250 participants (a mixture of students and educators), with a venue large enough to hold everyone for plenary sessions, as well as adequate breakout rooms. We are looking for schools that have the IT infrastructure to support wireless connectivity and reliable Internet access for all participants. This event includes a large virtual component and must be connected to the world at all times. We are looking for schools that want to invest in professional development for a significant number of their teachers and understand the cost-effective benefits of bringing this live event into the community. We are looking for schools that support student-based action projects (e.g. GIN) and want to provide a rich opportunity for their school and region.

Most importantly we are looking for schools that understand the importance and impact of combining students and educators, in fact ALL learners in a stranded, but interactive conference format where multi-modal learning opportunities are possible and actions are supported.

Does that sound like your school?? Then we would love to talk further!

ABOUT FLAT CLASSROOM™ PROJECTS

Flat Classroom projects (www.flatclassroomproject.net) are award winning, global collaborative projects that join classrooms and experts together in authentic research and meaningful collaborations using emerging technologies including Web 2.0 tools. They foster 21st Century learning by supporting communication, collaboration and creation skills as well as enhancing cultural understanding.

Since 2006 more than 5000 students across 20 countries and five continents have joined projects including Flat Classroom™ Project, Digiteen™ Project, NetGenEd™ (Net Generation Education) Project, 'A Week in the Life...' (Elementary School Project), and Eracism™ Project. In addition, since 2009 live face-to-face events have taken place in different places around the world. These events provide opportunities for existing and

future Flat Classroom™ teachers, supporters and students to come together and cement friendships and learn more about immersive, differentiated, global project based learning experiences within education. They also provide opportunities for host institutions and organizations to hone in on global collaboration as pedagogy, project-based learning as professional development catalyst and emerging technologies as a platform for learning.

Co-founders of the Flat Classroom™ Project, Julie Lindsay and Vicki Davis manage the Flat Classroom™ set of projects and have created a non-profit US-based 501(3)(c) organization for Flat Classroom™ Conference and Live Events in order to facilitate donations and inclusion of a diverse group of students and educators at all events.

Education institutions and organizations that are forward thinking and willing to embrace 'flat world' learning modes are invited to apply to host either a Flat Classroom™ Conference or a Flat Classroom™ Workshop and will benefit from the ability to include a large number of their own faculty and students in the event. They will also benefit from the global exposure provided in education as being a leading educational school that is facilitating and encouraging global collaboration, global competency and action-based learning. Each school that has hosted events thus far has received significant media coverage through the innovative use of social media, leading technologies, and the diverse populace attracted to the conferences.

This document provides preliminary information for potential host institutions however interested applicants are invited to discuss their needs and requirements further with Flat Classroom™ organizers. Let's talk about 'flat' learning today!

General Information about Flat Classroom™ Projects and events:

<http://flatclassroomproject.net>

Contact: fcg@flatclassroom.org

Julie Lindsay: Julie@flatclassroom.org

Vicki Davis: Vicki@flatclassroom.org

'Flattening Classrooms, Engaging Minds: Move to Global Collaboration One Step at a Time', published by Pearson, January 2012. <http://flatclassroombook.com>

FLAT CLASSROOM™ CONFERENCE

The Flat Classroom™ Conference is an event that attracts education leaders, teachers and students globally. It is held biennially (every 2 years).

- Flat Classroom™ Conference January 2009 was hosted by Qatar Academy, Doha, Qatar.
- Flat Classroom™ Conference February 2011 was hosted by Beijing (BISS) International School, Beijing, China.
- Flat Classroom Conference 2013 (and beyond) – it could be YOU

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More information, including links to archived events, from our website:

<http://flatclassroomconference.com>

and our community <http://flatclassroomconference.ning.com>

Purpose

The aim of the Flat Classroom™ Conference is to bring together geographically and culturally diverse participants with a view to sharing ideas while using mobile computing, learning

about Web 2.0 communication and collaboration tools in a flattened world, and working on a project theme that can be transplanted back into their home school to link with other schools around the world.

Each selected theme is created to inspire unity and action as well as fostering continued connections after the actual event. It is envisaged this will improve global understanding and cement friendships for ongoing collaborations and that this will provide an opportunity for students and teachers together to 'create the future' through exploration of a global or social issue and developing an 'action' plan to work globally to overcome this. Additionally, leading technology tools and online participation for people around the world are facilitated and encouraged as part of the conference activities.

The conference traditionally has two strands:

1. **Leadership Workshop** for educators to learn what it means to teach and learn in a flat world and how to flatten their classroom walls. This involves teamwork, Web 2.0 boot camp and an action-based outcome based on global project design.
2. **Student Summit and Workshop** includes a cultural scavenger hunt, team work, brainstorming and concept pitching, and has an action-based project as the main theme.

The two strands interconnect throughout the event. In addition there is a large virtual participant component with virtual team members, contributors and viewers connecting via a backchannel and streamed video as well as other Web 2.0 tools.

Sample Flat Classroom™ Conference program:

Day 1: International guests arrive in country for Student Summit and Workshop, (optional for Leadership Workshop) *We call this preconference.*

Day 2: Students and accompanying teachers go on a sightseeing trip and come to host school in time for meeting and greeting, a preliminary summit session and a welcome dinner. Leadership Workshop guests arrive in country. *We call this "Day 0" as the conference has not convened on campus, but those who tour together are going to the conference.*

Day 3: Leadership Workshop and Student Summit commence (all day). *We call this "Day 1."*

Day 4: Leadership Workshop and Student Summit continuation (all day) plus Conference dinner. *We call this "Day 2."*

Day 5: Final working and presentations and conference closing (early to mid-afternoon closing) resulting in 2 ½ days of on-site activities. *We call this "Day 3."*

Day 6: Guests return home (or previous night). *We call this "Post Conference."*

Important information for prospective applicants:

1. **Elite Designation.** The Flat Classroom™ Conference is the event where both Julie Lindsay and Vicki Davis attend in person and co-run strands. Additionally, it is considered the premier live event for Flat Classroom™ Project participants to join together and many of our project schools attend the conference. *[Please note: Flat*

Classroom™ Workshops (see below) it is not always possible for both Julie and Vicki to attend in person and typically Flat Classroom project schools do not travel great distances to attend.] The lead school hosting a Flat Classroom™ Conference will be designated an official 'Flat Classroom™ Conference' host school and will receive a two-year waiver of any subscription fees if their school chooses to participate in any Flat Classroom projects.

2. **Space Requirements.** The host institution must verify that they have space (or can obtain space) to accommodate the conference (numbers are negotiable, typically 150-250) with a large assembly area and breakout rooms. In addition they need to have adequate wireless networking facilities as well as a reliable Internet connection. *[Note: this conference is online and interactive and relies on connectivity and access for mobile technologies].*
3. **Date Determination.** In consultation with organizers, the host institution has the option to set Flat Classroom™ Conference dates within required parameters and according to the needs of their own school calendar.
4. **Use of Flat Classroom™ Conference Name.** The host institution can use the Flat Classroom™ Conference name for publicity and promotion within the school community and beyond.
5. **Monetary Conference Support.** The host institution, by consultation with Flat Classroom™ Conference organizers, will contribute funds to the event to an agreed amount but will not be responsible financially. These funds will also provide opportunity for selected teachers and students from the school or organization to attend the conference (without registration fee).
6. **Organizational Responsibilities.** Essential organization for the event will be the responsibility of the Flat Classroom™ Conference and Live Events non-profit entity including registration, accommodation, travel and sightseeing. Local organizations typically provide transportation between the hotel and school for 2 ½ days of the conference and this can be done as part of the conference sponsorship arrangements.
7. **Local Facilitation.** The host institution will appoint a liaison person to work with Flat Classroom™ organizers to assist in on the ground event organization, hotel accommodations, and other advisement. This person will serve on the steering committee for the conference as the liaison with the school. Further school representatives will be called upon during the conference week to work with Flat Classroom personnel to help organize facilities and facilitate the event, (e.g. grounds and maintenance employees, other teachers as needed).
8. **Conference Format.** The final format and program of the event, including key speakers, will be the responsibility of the Flat Classroom™ organizers, in consultation with the host institution. Local institutions will be asked, but are not required, to have their local designee to briefly address and welcome participants to the host school at the opening event, welcome dinner, and closing as suits the schedule of the local organization.

9. **Local Technology Support.** The host institution will provide access to the Internet and support this through technical support as needed. The host institution, specifically the liaison person, will coordinate a student-based tech team based at the school, with the aim of supporting needs of the live event and providing opportunity for student leadership.

INITIATING THE PROCESS (to host a Flat Classroom™ Conference)

We invite the host institution to send a letter of application to Flat Classroom™ organizers through fcp@flatclassroom.org. The letter is to clearly state the following:

1. Host name, address and email contact of education head (Principal, Director, Superintendent etc.).
2. Website address of school.
3. Name, position and email contact of person writing the application.
4. An overview of the aims of the institution for wanting to host the Flat Classroom™ Conference. (1 paragraph)
5. An overview of the suitability of the institution to accommodate the technical and space needs for the Flat Classroom™ Conference. (1 paragraph)
6. Proposed year and month to hold the event.
7. Any other considerations for the evaluation committee.
8. Please attach a letter of support from the education head of school (if different from the person submitting the application).

FLAT CLASSROOM™ WORKSHOP

The Flat Classroom™ Workshop is an opportunity for educators and students to work together on an action-based project in a ‘flattened’ learning environment. The aim of a workshop is the same as the Flat Classroom™ Conference, to bring together educators and students from as wide a geographical area as possible. However the difference being that the workshop format can be a more localized event and cater more specifically to the needs of the host institution or host conference. The workshops tend to be smaller in numbers and more regional in nature, but nonetheless, powerful.

The Flat Classroom™ Workshop can be run as a strand of an existing conference or as a stand-alone event. It can be run specifically for students only or as a professional development event within a school or region designed specifically for educators.

Applications are invited anytime to host a workshop.

More information can be found by exploring these exemplar events:

- Flat Classroom™ Workshop at 21Cl@HK: September 2009. The workshop was a strand of the 21st Century Learning Conference held at the Hong Kong International School, Hong Kong.
More information: <http://hkworkshop09.flatclassroomproject.org/>

- Flat Classroom™ Workshop (and mini-conference): February 2010. The workshop was a strand of the ASB Unplugged Conference held at the American School of Bombay, Mumbai, India.
More information: <http://asbunplugged2010.flatclassroomproject.org/>

Conference organizers and host institutions are invited to contact Flat Classroom™ Conference and Live Events organizers for further information about running a Flat Classroom™ Workshop as a strand of a larger event or as professional development event in their region. fcp@flatclassroom.org

INITIATING THE PROCESS (to host a Flat Classroom™ Workshop)

We invite the host institution to send a letter of application to Flat Classroom™ organizers through fcp@flatclassroom.org. The letter is to clearly state the following:

1. Host name, address and email contact of education head (Principal, Director, Superintendent etc.) or head of conference.
2. Website address of school and/or conference. (Both if it is a partnership.)
3. Name, position and email contact of person writing the application.
4. An overview of the aims of the institution for wanting to host a Flat Classroom™ Workshop. (1 paragraph)
5. An overview of the suitability of the institution to accommodate the technical and space needs for a Flat Classroom™ Workshop including the maximum or minimum number of participants required. (1 paragraph)
6. Proposed year and month to hold the event.
7. Any other considerations for evaluation committee.
9. Please attach a letter of support from the education head of school or conference organizer (if different from the person submitting the application).