

BSD AVID Summer Institute Information

Seattle, WA

July 10-12

(Travel July 9-12)

[Institute Daily Schedule](#)

For daily info: <https://event.avid.org/events>



[Welcome Letter](#)

Check Your Email:

Please ensure you receive emails from AVID (they might go to your junk box or “other” inbox if you have that feature enabled).

- You must check your BSD email during the summer (after school gets out until Day 0-1 of the Institute).
- Please check with your building point person if you need to re-checkout your teacher-leased laptop. If you plan on utilizing a personal device at the Institute, please see the tech requirements below and ensure your browsers (Chrome preferred) are current.
- Also, you can print your name badge before you leave for Seattle. Or do this during check-in on Day 0 (Sunday) at the Washington State Convention Center and other check-in locations listed later in this doc). Badge print-from-home instructions will be sent within three days of the Institute.
- Some of the emails from AVID regarding registration for the Institute also include outstanding payment information. The district will pay all registration fees for those participating in a T&L-funded spot.

Get to Know Your My.AVID.org Account:

You must access your My.AVID.org account for all your eLearning during Summer Institute (see below for tech requirements and review this [Technology Checklist](#)).

- Bring a laptop and headphones.
- The district set up your My.AVID.org account with your BSD Outlook Email address as your username, and you were sent a temporary password via email (it probably went to your junk box or “other” inbox if you have that feature enabled).
- If you need to reset your password, go to My.AVID.org and click “lost password”. If you need help, see [Reset My.AVID.org Password](#). If you still cannot find an email with a temporary password, contact avidcare@avid.org.

Community of Practice=CoP:

Your Community of Practice (CoP) is the Summer Institute training you registered for (or was selected by your AVID Coordinator/District Director). Please check with them before requesting changes before the event or at Summer Institute once it has begun. Your CoP might be content-specific and appropriate for your role (i.e., AVID Elective, Math, Language Arts, History/Social Science, Science, Site Leaders, etc.) or a Schoolwide CoP (i.e., Academic Language and Literacy Architects, Creating Engaging and Rigorous Classrooms, Cultivating Writing Schoolwide, etc.) You can see all the CoP options, descriptions, and details here: [AVID CoP Interactive Guide](#), and for all the important to-dos for SI, check here: <https://explore.avid.org/professional-learning/summer-institute/info/todo/>

Site Teams

Site Team time is in the afternoon on Day 1 and Day 2. Your attendance is required during this time even if you are not currently or do not plan to be a Site Team member at your school in the 2023-24 school year. This is a time to learn more about AVID and collaborate with your team to support goal-setting work. Your team will have options to create a new goal, refine an existing goal, or ensure the sustainability of an achieved goal. For more information on Site Teams and Site Team time at SI, see the [2023-2024 AVID Handbook](#) p. 20-23. Site Team Facilitators that still need to review resources to be prepared to work with team members must attend a 1-hour [AVID Summer Institute Site Team Preparation Collaboration-Zoom](#).

Travel Information:

- **Arrive: Sunday, July 9** (Hyatt Regency Seattle Hotel Check-in & AVID SI Check-in/Badge Printing 1:00-5:00 pm, Bus departs Beaverton at 12:00 pm)
- **Depart: Wednesday, July 12** (AVID SI ends at 12:00 pm, Bus departs Seattle at 1:30 pm)

A Charter Bus has been arranged for transportation to and from Seattle. AVID

Coordinators will submit a bus roster to secure your seat.

- **Beaverton to Seattle:** Bus pick up will be at 12:00 pm on Sunday, June 9, at the DAO 1260 NW Waterhouse Ave., Beaverton, OR 97006. Cars can be parked in the DAO parking lot during the Institute. Please do not park in spots marked “NO BSD Employee Parking” on the north side of the building. All other open spots are available.
- **Return trip Seattle to Beaverton:** Bus pick up for the return trip will be at 1:30 pm Wednesday, July 12, at the Hyatt Regency Seattle. The Institute ends at 12:00 pm, so bus riders must pick up lunch, retrieve their bag from storage at the hotel, and meet the bus for departure.

If you do not plan to ride the bus, please note you are responsible for arranging your own transportation. You can submit for reimbursement up to the amount of the bus per person (55.00). No other reimbursements will be made for mileage, mode of transport, parking, or other travel-related costs. Self parking at the hotel is 43.00 a night.

Meal Information:

You will be provided funds for meals while in Seattle (except for breakfast on Monday, Day 1. A Grab-n-Go Breakfast that morning is provided by AVID). A check for your meal funds will be sent to you at your school site before or possibly after Summer Institute. You may need to check your school mailbox after your contract day or after the Institute to pick up your check. Before making a trip, call ahead to see if it is in your box. You do not need to keep track of receipts. Any costs incurred above the per diem amount (242.25) will not be reimbursed. The per diem check amount provides funds for government-issued per diem meal rates for the city of Seattle and covers your first day of travel (Sunday-flat rate of 59.25) and meals for Days 1-3 of the institute (except breakfast on Day 1, which is provided by AVID). If for any reason you cannot attend Summer Institute, you must return the per diem check immediately to the DAO (1260 NW Waterhouse Ave., Beaverton, OR 97006) attention Teaching and Learning, Susan Ouellette (if you have already cashed the check, then you must write a check out to the Beaverton School District in the amount dispersed and in the memo section, please note AVID SI).

Hotel Information:

A three-night hotel room is provided (check-in Sunday, July 9, check-out Wednesday, July 12). Any cancellations or no-shows will incur a 1-3 night room fee (349.94-1049.83). If, for some reason, you have an emergency or cannot attend, you must contact your SI School Travel

Contact, Danica Jensen Weiner (503) 789-3911, and Susan Ouellette (503) 356-4431 immediately. If you have any questions about your room or need ADA accommodations, please contact danica_jensen@beaverton.k12.or.us or your AVID Coordinator. Please note that your room, taxes, and fees are paid, but any room charges you incur will be your responsibility to pay. Upon check-in, you must provide a credit card for any possible incidental charges (parking would be one of these incidental fees of 43.00 per night).

- Hotel for the nights of July 9-12:
 - Hyatt Recency Seattle 808 Howell Street, Seattle, Washington, United States, 98101
- Please note that parking at the hotel is 43.00 per night, which will not be covered under your room costs. You will be responsible for any parking fees incurred.

[AVID Summer Institute Schedule:](#)

Sunday, July 9: Day 0	
Arrive in Seattle	
1:00-5:00 pm	AVID SI Check-in/Help Info Desk Available (at Seattle Convention Center, Sheraton Grand Hotel Seattle, Hyatt Regency Seattle, Hyatt at Olive 8, Grand Hyatt Seattle), AVID Merchandise Sales, and Hotel Check-in/Bag Storage (if needed)
2:00-5:00 pm	Optional AVID 101 Pre-Session 2:00-3:25 pm and 3:35-5:00 pm. Additional Info
Monday, June 27: SI Day 1	
6:30-8:00 am	Check-in (if you were not able to check in on arrival day 0 at Seattle Convention Center, Sheraton Grand Hotel Seattle, Hyatt Regency Seattle, Hyatt at Olive 8, Grand Hyatt Seattle)
7:00-8:00 am	Grab-n-Go Breakfast & Morning Coffee
8:00 am-12:00 pm	Community of Practice (CoP)
12:00-1:30 pm	Lunch (on your own)
1:30-4:30	Site Teams
Tuesday, June 28: SI Day 2	

7:00-8:00 am	Morning Coffee
8:00 am-12:00 pm	Community of Practice (CoP)
12:00-1:30 pm	Lunch (on your own)
1:30-3:30	Site Teams
3:30-4:00 pm	Snack Break
4:00-5:00 pm	General Session Seattle Convention Center Hall 4A

Wednesday, June 29: SI Day 3	
7:00-8:00 am	Morning Coffee
8:00 am-12:00 pm	Community of Practice (CoP)
12:00 pm	Institute Ends
1:30 pm Depart Seattle	

What should I bring?

- Check your [CoP for technology requirements](#) (click on your CoP title, and then you will see a full description and technology requirement section). **all CoPs require all participants to have their own device or laptop that can connect to the internet and headphones.** Review this [Technology Checklist](#) to be sure you are prepared. Participants must bring an acceptable device, power cord, and earbuds/headphones with them to the session. If a district-issued device is being used, be sure to log in to the device on the district network before attending. Device software and preferred web browsers (Chrome or Firefox) need to be up to date.
 - Acceptable devices include laptops, Chromebooks, Surface devices, iPads, and iPad Pros.
 - Unacceptable devices include mini iPads, Kindle or Galaxy tablets, and smartphones.
- **Comfortable shoes and clothing!** Communities of Practice and Site Team meetings are held at the locations listed below. Your specific Community of Practice and Site Team locations will be listed on your name badge. You will receive Summer Institute supplies during your first Community of Practice session. Please note that your CoP

and Site Team time might be in two different locations (and not at your hotel). The General Session is at the Washington State Convention Center. Be ready to walk, ride, scooter, or Lyft/Uber if needed.

- SI Event Locations:
 - Seattle Convention Center
 - Sheraton Grand Seattle
 - Hyatt Regency Seattle
 - Grand Hyatt Seattle
 - Hyatt at Olive 8

AVID 101 Optional Pre-Sessions on July 9 (Day 0) 2:00-3:35 pm and 3:35-5:00 pm:

- Explore the AVID system, including AVID's *why*, the AVID College and Career Readiness Framework, WICOR®, elementary, secondary, and more. This session is intended for those new to AVID and those who would like a refresher on these topics. Plan to bring a device (phones, iPads, and Galaxy tablets are not recommended) to fully participate in this session. [Additional Info.](#)

University Credit:

If you would like to enroll and earn university credit, you are responsible for payment, enrollment, and any requirements for completion:

<https://explore.avid.org/professional-learning/summer-institute/info/university-credit/>

Professional Development Credit:

Registration for the event is available in [KickUp](#), and your Professional Development Units will be automatically added to your transcript upon completion of the event. Please register if you would like to receive those Units.

Traveling before July 9, 2023, and/or staying after July 12, 2023:

You are responsible for any travel arrangements and extending a hotel stay. You are also responsible for any costs associated with an extended stay.

For additional participants using Tuition Reimbursement, Building Funds, or NSIF Funds

All hotel accommodations must be made separately by the additional participant. The additional team member can ride the district-arranged charter bus to and from Seattle or arrange their own transportation. Please see this [document](#) for instructions on payment, hotel info, travel costs, etc.

ADA Accommodations (for Summer Insitute CoP Sessions)

AVID Center complies with federal and state disability laws and makes reasonable accommodations for individuals with disabilities. If a reasonable accommodation is needed to access any AVID program or information provided to the general public, please complete the following form with 10 days advance notice for face-to-face events, listing any needs you may have.

Fill out this form: <https://app.smartsheet.com/b/form/45ac9f3b91e742a580a67b3eaf53146e>

What to do in Seattle:

<https://visitseattle.org/site/avid2022/>