



# Open Education Network

## 2022 OEN Summit Watch Party Hosting Toolkit

*Kudos to you for hosting an OEN Summit watch party to build connections within your local open education community! We hope this toolkit helps guide and support you throughout the planning process, from start to finish.*

### To Begin, Define Your Goals

Before you plan the details of your watch party, it is helpful to define the goals of your event. Here are some questions to get you started:

- **What do you want the watch party to achieve?** Is the goal of the event to promote visibility and awareness of open education on your campus? Is it to introduce people to new colleagues? To strengthen existing relationships between those who currently work in open education?
- **Who is your target audience?** Will it be open education practitioners, librarians, faculty, administrators, or a mix of each? What is their baseline knowledge of open education? Do you already have a relationship with them?
- **Which content is of most value to your audience?** Which Summit sessions will they find most interesting and most useful to their work or professional development? Will you host watch parties for the entirety of the OEN Summit week (July 25-29)? Will you host a watch party for a particular day of the Summit? Or a particular session?

### Planning Your Watch Party

Once you determine who you will be inviting and which specific Summit content you will stream at your watch party, the next step is to confirm your logistics. Reserve a space, check your tech, and ensure that your watch party is in compliance with COVID-19 protocols that your institution has in place.

- [Planning Checklist](#)
- [Optional Budget Tracker](#)
- [Summit Schedule & Session Information](#)

### Promoting Your Watch Party

Once you've got all of your logistical ducks in a row, it's time to get the word out and sign people up to attend your watch party!

- [Invitation Email Template](#)
- [Watch Party Registration Form Template](#): You will use your own method of registering attendees for your in-person watch party, and report these numbers to the OEN leading up to the event.
- [OEN Logos](#): Use these logos to add OEN branding to promotional materials that you create specifically for your Summit watch party only. Please do not crop or otherwise modify these images.



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### During the Summit

On the day of the event, you will want to track who showed up, help facilitate building connections among attendees and most importantly, have fun!

- [Sign-in Sheet](#)
- [OEN Branded Name Badges](#)
- [Direction Signs](#)
- [Watch Party Event Agenda Template](#)

### After the Summit

Bravo to you for your efforts in bringing people together to connect over open education! We are excited to hear about your experience and how it may have complemented your open education programming.

- **Tell us about it!** Submit the [Watch Party Host Evaluation Form](#) (coming soon!) to share your feedback so that we can improve the process in the future.
- **Add your photos** to the [Watch Party Photos Folder](#): We would love to see your photos and be able to use them in future OEN communications! Add photos to the shared folder by creating a subfolder named for your institution or system/consortium and uploading your photos there.
- [Post-Watch Party Evaluation Template](#) (coming soon!): Use this optional evaluation form to gather feedback on your watch party.

### Extracurriculars

Want to facilitate additional activities with your attendees as a part of the watch party event? Here are some ideas:

- [Networking & Icebreaker Ideas](#)
- [Facilitated Discussions](#): Prepare a set of questions as a follow-up to each session, engaging your attendees around the topic as it relates back to your local or regional open education programming.
- [Story Circles](#)
- [Create Crowd-Sourced Materials](#): Leverage the time together as a group of attendees to create resources related to OEN Summit session content that support open education at your institution, or in your system/consortium.