



Workshop and Short Course Presenter Information Growing School Gardens Summit - 2024

As you begin planning for your session, we'd love to share with you some **key information** and **best practices**.

Q&A via Zoom for Presenters on Feb 29 from 3:15-4:15pm Pacific Time.

Sched (Our Conference App):

If you are new to Sched, search for an email from Sched <notifications@sched.com>, with the subject line "You're Invited To Growing School Gardens Summit." Then follow the directions to [update your profile](#). Once you are set up in Sched, our conference app, you can [edit your session description](#), [upload documents/presentations](#), engage with your attendees and more via "Speaker Tools" menu. If you are having trouble getting set up in Sched, contact summit@sprouts.com.

Room Set Up: Each workshop room will have the following:

- LCD Projector, screen, wifi
- Clicker to advance slides
- Sound from computer
- Adapter to connect to Mac computers (PCs don't require an adapter)
- (2) wireless handheld mics
- Flipchart and markers
- Masking tape
- Table rounds of 10
- 6' table, 3 chairs, and tall cocktail table at the front of the room
- Water and glasses
- Pads and pens
- Tech support available

Pitfall: Having unexpected tech issues

Promising Practices:

- Arrive early, have tech in multiple forms (USB drive, hosted online), have videos downloaded
- Use the provided microphone (even if you speak loudly!) so that everyone can hear, including participants who may have hearing impairments

Pitfall: Too much direct instruction

Promising practice:

Chunk and chew: Deliver no more than 10 minutes of direct instruction at a time. Break this up with time for reflection and participant engagement.

Pitfall: Losing track of time! This can show up a few different ways:

→ No clear introduction or closing

◆ Promising practices:

- Share clear learning objectives and an agenda for your workshop at the beginning.
- Start with an [anticipatory set](#) to activate participant prior knowledge to establish connections between lived experiences and workshop content. For example, pose a question related to your workshop topic (i.e. “What is a challenge you face when it comes to sustaining your school garden over time?”) and then invite participants to turn and share their initial answer with someone sitting next to them.
- Monitor your time so that you have at least 2-3 minutes to intentionally wrap-up your session. This wrap-up could include some participant discussion or reflection time.

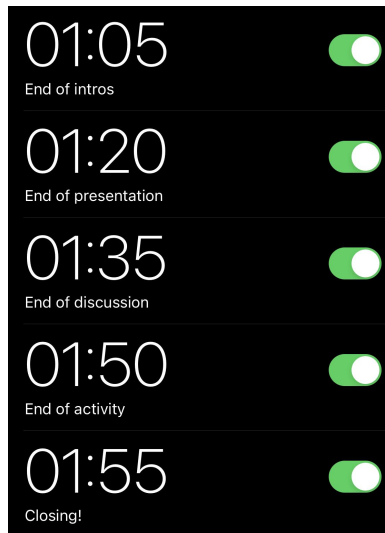
→ Participants each do long introductions, taking valuable time from session content

◆ Promising practices:

- Rather than having participants share to the whole group, split the room up into pairs or small groups and limit intros to no more than 5 minutes.
- Do a “raise your hand if you are a garden teacher,” or “do a little boogie in your chair if you are in charge of fundraising for your school garden” to get to know your audience in a quick, kinesthetic way.

Promising practices for timekeeping during your session:

- Have a designated buddy in there to timekeep for you.
 - This could be a co-presenter (if you have one), someone from your organization, or a new connection you made at the Summit. Feel free to reach out if you want support with finding a timekeeper!
 - Have them sit close to the front, and when it's time to move to the next section, they can hold up a hand or a sign or get your attention in some way.
- Set alarms on your phone/watch/computer to help timekeep yourself. Instead of setting the amount of time for each section of your presentation (e.g. 5 min for intro, 10 min for presentation, 15 min for discussion, etc), we recommend identifying the hour and minute that you should move on to the next section and reference this during your presentation. This will help account if different sections go longer than expected and support troubleshooting in the moment. (e.g. Intro 1-1:05, Presentation 1:10-1:20, Discussion 1:20-1:35).
 - Set these alarms *before* your presentation - remember to set an alarm tone that's not too jarring or disruptive!



Promising Practices on Presenting Cultural Practices

Please be self-reflective when it comes to presenting cultural practices or traditional knowledge from an ethnic or indigenous group other than your own. Think about ways to address representation in your workshop, and how to share promising practices for participants who may carry this work forward into their own communities.

- Acknowledge cultures and peoples of content origin as the knowledge holders and you as a steward/learner and guest.
- Avoid posing as an expert. Point to knowledge-bearers in the community, open yourself to the funds of knowledge in the community, and show how you learned this content.
- Encourage people who want to bring this work into their communities to build relationships with local knowledge-holders in their communities.

Transform your Summit Presentation into a SGSO Network Webinar

After the Summit, the SGSO Network will be launching a webinar series highlighting amazing presentations from the 2024 GSG Summit. If you'd like to share your interest in having your presentation be included in the webinar series, please fill out [this form](#). We will also gather nominations from Summit attendees and finalize the series schedule after the Summit in late March. A honorarium will be provided to all presenters. Depending on the number of presenters, the minimum honorarium is \$200 and the maximum is \$500. There is plenty of time to share your interest, we just wanted to plant the seed now!