



# 2016 COMPREHENSIVE EDUCATION PLANNING CONFERENCE

PLANNING FOR SUCCESS THROUGH **EQUITY & EXCELLENCE**

**NYC**  
Department of  
Education  
Carmen Fariña, Chancellor

## **PRE-CONFERENCE AND REGISTRATIONS** **QUESTIONS**

- Save-the-Date for March 14 / 15 Editions of Pweekly & FSFS
- Live registration for March 21 & 22 of Field Support for Schools. Principal's Weekly and inclusion on Principal's Calendar
  - CSA and UFT notified in advance: by what means
    - CPAC: Olivia and Caresse to attend monthly meeting w/o 3/7
    - Can attendees share event on FB, Twitter
- Need Landing Page info, stating the nature of the event: AGENDA
- Need information to include with registration form (A.M. & P.M. Session selections)
- Registration cap remains 1,700
  - Is there a registration deadline if we don't reach our cap
    - Monitoring attendance up to 30 before increasing limit

(cont...)

## **PRE-CONFERENCE AND REGISTRATIONS** **QUESTIONS**

(...cont.)

- Any disclaimers besides "Subject to change without notice"
- All enquiries to osfep email – ~~can this mailbox be kept clear by the others we are sharing with~~
- Query whether interpreters needed and/or American sign language
  - "Interpretation services will be made available by request. It is important that you email [osfep@schools.nyc.gov](mailto:osfep@schools.nyc.gov) and inform us of your language needs by close of business on <Specify Day>, <Specify Date>"
- Query wheelchair accessibility
- Any other FAQs
- Reminder April 4 in PWeekly & FSFS

**INITIAL STEPS WITH  
ABC SIGNUP (ABC)  
EVENT REGISTRATION**

- ~~ABC to enter contact display and display logic for registration~~
  - ~~Any fields that will be overly time-consuming if edited or needed to be changed? (ie, contact display logic)~~
    - Any logo or graphics besides NYC DOE to be added
    - Mobile-friendly?
- What do we have besides NYC DOE 2016CEP Conference, location, date
- Any critical information for Registration site required?
- ~~Is there a method to avoid duplicate entries by registrants~~ Or is that manual process:

*(cont...)*

**INITIAL STEPS WITH**  
**ABC SIGNUP (ABC)**  
**EVENT REGISTRATION**

(...cont.)

- What format will badges be exported
- **Electronic attendance. Internet link using Chrome, user ID and URL required**
  - Multiple users can log into ABC to deal with attendance of presumably 1,000+ people
    - Test connectivity during Friday 04/15 Walk-Through Staging
- Are there sign-in sheets for overall attendance and can there be separate sign-in sheets specific to workshops as well

## **CHECK-IN**

- Who is doing checking in: (a) Attendance and (b) classroom workshops
- Attendance will be noted electronically – Generated by ABC website
  - Test connectivity during Friday 04/15 Walk-Through Staging
- Participants will also need to sign attendance sheet – Generated by ABC website
- Need names by when for Name Tags – Generated by ABC website
- Is floorplan available
- How are communications conducted between floors
- Can program booklet be available as a download, When & Where

# ABC SIGN-UP ACCOUNT

admin.abcsignup.com

lauroa Eyp...ogle Search quera People - cherkovo011 Living in Bul... Telephone & lhm DC  
ABC Signup Login Operational Services - School Support - New Y...



Account Code

OSFEP5IP

User Name

OSFEP@SCHOOLS.NYC.GOV

Password

52Chambers



## **PRESENTATIONS & VIDEO RECORDING**

- Per DIIT, it has been noted that videos taken of presentations on a screen are not visible and come out illegible
- Other points to consider:
  - DISCLAIMER: By attending this workshop, you are aware of and agree to being videotaped for instructional purposes
  - Some presenters may not want to offer their presentations to the public and may just want to offer contact info or share via their own link upon request
- See "Post-Conference" for additional issues with video over the internet within the NYC DOE network, including schools



## **POST-CONFERENCE**

- Website for papers delivered, videos of workshops (See "Presentations & Video Recording" for other considerations)
- Separate website on NYC DOE: Link to videos stored on Vimeo
  - According to DIIIT, there is **limited bandwidth** available to users, including schools
    - If it is suggested that access to view be outside of school day or viewed on PD day, are logistics of UFT/CSA okay with it?
- Post-event Survey
  - Full-on survey or simply NPS + Testimonial
- Report or statistics of attendance

# APPENDIX

## Link to Eventbrite V1

<https://www.eventbrite.com/preview?eid=21784425804>

<https://www.eventbrite.com/preview?eid=22188551555>

## Link to Survey Gizmo

<http://www.surveygizmo.com/s3/2600797/sample-Event>

## Link to ABC Signup

[http://reg.dbcsignup.com/reg/event\\_pde.asp?ek=0080-0003-C2B2636CE4749329572B0F942A793E0](http://reg.dbcsignup.com/reg/event_pde.asp?ek=0080-0003-C2B2636CE4749329572B0F942A793E0)

## Other Ed Event Sites

NYC DOE DILT "School Technology Summit" website:

<http://www.schooltechnologysummit.com/>

National Association for Bilingual Education registration:

<http://www.nabe.org/registration>

## Shared Office365 Files

**Go to** 

## **MOCK DRAFT AGENDA**

- 8:30AM – 9:30AM Registration and Breakfast
- 9:30AM – 11:00AM Opening Session \* Welcome \*  
Key Note Speaker – LeVar Burton
- 11:00AM – 11:15AM Transition
- 11:15AM – 12:05PM Breakout Workshop 1
- 12:05PM – 12:25PM Transition and Lunch Pick-up
- 12:25PM – 1:30PM Breakout Workshop 2 - Working Lunch
- 1:30PM – 1:45 PM Transition
- 1:45PM – 2:45PM Cheryl Wills Presentation
- 2:45PM – 3:15PM Next Steps -- Sharon Rencher

## VENUE CAPACITY FOR BREAK-OUT SESSIONS (SESSION 1 OF 2 SESSIONS)

### Morning Session 1

Classroom 01 (30 Max)	Classroom 02 (30 Max)	Classroom 03 (30 Max)	Classroom 04 (30 Max)	Classroom 05 (30 Max)	Classroom 06 (30 Max)	Classroom 07 (30 Max)	Classroom 08 (30 Max)	Classroom 09 (30 Max)	Classroom 10 (30 Max)	Classroom 11 (30 Max)	Classroom 12 (30 Max)	Classroom 13 (30 Max)	Classroom 14 (30 Max)	Classroom 15 (30 Max)	Classroom 16 (30 Max)
Proposed Workshop: Afternoon Session 2:Classroom m 01	Proposed Workshop: Morning Session 1: Classroom 02	Proposed Workshop: Morning Session 1: Classroom 03	Proposed Workshop: Morning Session 1: Classroom 04	Proposed Workshop: Morning Session 1: Classroom 05	Proposed Workshop: Morning Session 1: Classroom 06	Proposed Workshop: Morning Session 1: Classroom 07	Proposed Workshop: Morning Session 1: Classroom 08	Proposed Workshop: Morning Session 1: Classroom 09	Proposed Workshop: Morning Session 1: Classroom 10	Proposed Workshop: Morning Session 1: Classroom 11	Proposed Workshop: Morning Session 1: Classroom 12	Proposed Workshop: Morning Session 1: Classroom 13	Proposed Workshop: Afternoon Session m 14	Proposed Workshop: Morning Session 1: Classroom 15	Proposed Workshop: Morning Session 1: Classroom 16
Library (75 Max)			Cafeteria (300 Max)			Gym-2 <sup>nd</sup> (300 Max)			Gym-3 <sup>rd</sup> (300 Max)			Auditorium (1 500 Max)			
Proposed Workshop: Morning Session 1: Library			Proposed Workshop: Morning Session 1: Cafeteria			Proposed Workshop: Morning Session 1: Gym-2 <sup>nd</sup>			Proposed Workshop: Morning Session 1: Gym-3 <sup>rd</sup>			Proposed Workshop: Morning Session 1: Auditorium			

**VENUE FOR BREAK-OUT SESSIONS**  
**(SESSION 2 OF 2 SESSIONS)**

**Afternoon Session 2: Working Lunch**

Classroom 01 (30 Max)	Classroom 02 (30 Max)	Classroom 03 (30 Max)	Classroom 04 (30 Max)	Classroom 05 (30 Max)	Classroom 06 (30 Max)	Classroom 07 (30 Max)	Classroom 08 (30 Max)	Classroom 09 (30 Max)	Classroom 10 (30 Max)	Classroom 11 (30 Max)	Classroom 12 (30 Max)	Classroom 13 (30 Max)	Classroom 14 (30 Max)	Classroom 15 (30 Max)	Classroom 16 (30 Max)
Proposed Workshop: Afternoon Session 2: Classroom 01	Proposed Workshop: Afternoon Session 2: Classroom 02	Proposed Workshop: Afternoon Session 2: Classroom 03	Proposed Workshop: Afternoon Session 2: Classroom 04	Proposed Workshop: Afternoon Session 2: Classroom 05	Proposed Workshop: Afternoon Session 2: Classroom 06	Proposed Workshop: Afternoon Session 2: Classroom 07	Proposed Workshop: Afternoon Session 2: Classroom 08	Proposed Workshop: Afternoon Session 2: Classroom 09	Proposed Workshop: Afternoon Session 2: Classroom 10	Proposed Workshop: Afternoon Session 2: Classroom 11	Proposed Workshop: Afternoon Session 2: Classroom 12	Proposed Workshop: Afternoon Session 2: Classroom 13	Proposed Workshop: Afternoon Session 2: Classroom 14	Proposed Workshop: Afternoon Session 2: Classroom 15	Proposed Workshop: Afternoon Session 2: Classroom 16

Library  
(75 Max)

Cafeteria  
(300 Max)

Gym-2nd  
(300 Max)

Gym-3rd  
(300 Max)

Auditorium  
(1 500 Max)

Proposed Workshop:  
Afternoon Session 2:  
Library

Proposed Workshop:  
Afternoon Session 2:  
Cafeteria

Proposed Workshop:  
Afternoon Session 2:  
Gym-2nd

Proposed Workshop:  
Afternoon Session 2:  
Gym-3rd

Proposed Workshop:  
Afternoon Session 2:  
Auditorium  
FOOD NOT ALLOWED

## SESSIONS 1 & 2 BREAKOUT

Morning Workshop 1			Afternoon Workshop 2 (working lunch*)		
Classroom 01	(30)	Classroom 12 (30)	Classroom 01	(30)	Classroom 12 (30)
Classroom 02	(30)	Classroom 13 (30)	Classroom 02	(30)	Classroom 13 (30)
Classroom 03	(30)	Classroom 14 (30)	Classroom 03	(30)	Classroom 14 (30)
Classroom 04	(30)	Classroom 15 (30)	Classroom 04	(30)	Classroom 15 (30)
Classroom 05	(30)	Classroom 16 (30)	Classroom 05	(30)	Classroom 16 (30)
Classroom 06	(30)	Classroom 17 (30)	Classroom 06	(30)	Classroom 17 (30)
Classroom 07	(30)	Library (75)	Classroom 07	(30)	Library (75)
Classroom 08	(30)	Gym_1 (300)	Classroom 08	(30)	Gym_1 (300)
Classroom 09	(30)	Gym_2 (300)	Classroom 09	(30)	Gym_2 (300)
Classroom 10	(30)	Cafeteria (300)	Classroom 10	(30)	Cafeteria (300)
Classroom 11	(30)	Auditorium (1500)	Classroom 11	(30)	Auditorium*No Food (1500)