

QUICK START

Be The Change Symposium

(a project of Be The Change Initiative and The Pachamama Alliance)

Our purpose in creating these guidelines is to welcome you to our community of committed individuals and to share what we've learned as Hosts for presenting the *Be The Change Symposium*.

Our aim is to create a safe and beautiful space for people to come, participate, and engage joyfully in “*the greatest crisis and the greatest opportunity that humankind has ever faced.*”

We appreciate that there are many ways to do things, and that the size of your event will determine how much you will want to do. This Quick Start version is designed to get you started. Please refer to the complete Hosting and Production Guidelines for detailed instructions on how-to produce your symposium.



Symposium Pre-Planning Worksheet

1: Where could I have a Symposium?

Groups: _____

Events: _____

Businesses: _____

Community Organizations: _____

Spiritual Groups: _____

2: What days would work best for this group?

Weekdays **Weekday Evenings** **Saturdays** **Sundays**

3: What times would work best for this group?

9:30am – _____pm **11:00am – _____pm** **12:00pm – _____pm**

10:30am – _____pm **11:30am – _____pm** **1:00pm – _____pm**

7:00pm – _____pm **7:30pm – _____pm** **8:00pm – _____pm**

4: What Symposium format would work best for this group?

4 Hour **6 Hour** **8 Hour** **2 Evening (_____ hours each)**

5 Hour **7 Hour** **2 Day (Sat/Sun _____ hours each)**

5: Who would I enjoy working with on this Symposium?

6: What would I need the most support with?

Finding a location **All those forms** **PR & Advertising**

Creating a team **Preparing the material** **Inviting/Confirming Guests**

Conference calls **Using ATD/BTC Websites** **Anything to do with computers**

Running the A/V **Managing the budget** **Follow-up after the Symposium**

7: Contacts:

Your Regional Contact: _____ (please complete)

National Coordinator: Zara Kirk zara@bethechange.org.uk

BTCI Office: Jon Ralls jonralls@bethechange.org.uk 07970 069 256

BTC Office: Nick Hart-Williams nick@bethechange.org.uk 0845 458 5925

READY:

- [] Identify a sponsoring group (preferably one you're a member of) or individual host
- [] Determine how much they're willing/able to offer (e.g., free space large enough for your event, a phone chain or newsletter to invite participation, access to other types of publicity, volunteers to assist the day of the event)
- [] Envision together with your sponsoring group how many people you'll want at your event, what the experience will be, what outcomes you'd like to see (enjoy this first step of building a sense of partnership and community)
- [] Discuss what you will do and what you will bring and what the sponsoring group will do and bring
 - Will participants be asked to bring a bag lunch? Will the food (1) be ordered or catered, (2) be a pot luck, (3) be prepared by volunteers? Note: Vegetarian meals are always preferred.
 - Are there room rental or setup/cleanup costs involved?
 - Who will handle inviting, registration, A/V, room logistics, printing forms?
 NOTE: A full list of tasks is detailed in the Index under "Team Assignment Form".
- [] Discuss costs (if any) for print materials, food, beverages, snacks, room rental
 - How many of these items can be donated?
 - Establish guidelines for reimbursement of volunteer expenses

NOTE: A materials list and budget template is available as an Excel spreadsheet from Jon Ralls jonralls@bethechange.org.uk and will be on the Be The Change website in due course.

- [] Identify key people to make up the Team (include people who have not completed the Symposium)
- [] Choose an available date and determine how long a Symposium you want (anywhere from 3-6 hours)
- [] Determine payment process and by what means people may pay.
 - (by check payable to whom? PayPal? Cash at the door? Scholarships available?)
 - NOTE: We recommend payment in advance if at all possible.
- [] Contact your Symposium Regional Coordinators (Note: we are currently looking for people who would like to become Regional Co-ordinators – could that be you?)
 - Make sure that at least two trained Presenters are willing to come on the date you've chosen.
- [] Do contact any member of the Symposium Support Group whether for any practical planning and logistical questions, or for hands-on support in actually making your symposium happen (see cover page for names and phone/email details – again, this info will be on the new website in due course)

GET SET:

- [] Once decisions have been made about costs, date, time, location, maximum number of participants, and availability of Presenters, create a flyer (sample flyers are available to use as a model on the www.awakeningthedreamer.org/ and www.bethechange.org.uk/ websites)
- [] Obtain specific driving directions and information about public transportation (you will need this information before you take the next step)
- [] Register your Symposium with the Be The Change office, to be posted on the on the www.bethechange.org.uk/ website (make sure you provide all the necessary details for both listing and online booking, if required).
- [] Begin inviting people through all the means you have available (e.g., personal relationships, organizational newsletters, phone chains, posters, newspaper and/or radio publicity) (sample press releases are available to use as a model)
- [] The **Team Assignment Form** is available to use to delegate and manage the details of the event
- [] Have one person designated to receive questions, accept registrations, and create a typed Sign-In Sheet with payment information, name, mailing address, phone, email
- [] Identify team members, invite them to participate and meet as a group (if possible at least once before the event) or call on a regular basis to keep creating the "team" and provide support (if needed)
- [] Let team members know how many people are registered to attend and keep up enthusiasm for inviting and confirming participants
- [] Email info@bethechange.org.uk to send you materials and bracelets (allow enough time for this!)

- [] The **Presenters Planning Outline** is available to use for dividing the parts among multiple 'presenters'
- [] Send a '**Welcome email**' (or post cards) to each participants providing last minute details about dress, parking location, public transportation, food arrangements, arrival time, etc.
- [] Print off the forms: 1) Declaration form (4/sheet), 2) Daily Practices form, 3) Participation and Feedback form (latest US versions at <http://www.pachamama.org/atd/facilitatordocs.htm> - UK versions in prep)
- [] All team members confirm their guests, the week prior to the event and report results

GO:

- [] Plan to arrive at least 2 hours early the day of the event or when possible, set up the A/V and room the day before
- [] Put up directional signs inside and outside the venue
- [] Have coffee made well in advance for the Registration/Coffee time
- [] Have all forms and supplies ready on the 'production table'
- [] After the room is setup, have a pre-event team meeting
 - review with each team member who will be doing what when
 - review basic event information (e.g., where bathrooms are, break/lunch times, coats, etc.)
 - end the meeting with something that reminds us of our connection to each other and earth
- [] Begin and end the event on time
- [] Manage the food for breaks and lunch
- [] Collect nametags and handout 'After The Symposium' document (if applicable)
- [] Have sufficient volunteers to assist in taking down the A/V equipment, putting away the supplies, and putting the room in order. Have everything packed before your final meeting.
- [] End the day with a final meeting of the volunteers and Presenters to thank everyone and acknowledge the results (e.g., Participant Feedback and Forms of Participation). Allow for each person to contribute:
 - How was this event for you and would you do anything differently the next time?
 - What would you like to be acknowledged for?
 - What's next for you?

AFTERWARDS (preferably within 7 days):

- [] If agreed upon by all participants, email a list of participant contact information to all participants
- [] Send *copies* of (1) Participation forms and (2) Participant Feedback forms to the Be The Change office.
- [] Each presenter: email a completed Facilitators/Host/Presenter's Report to the Be The Change office. (or a 'Facilitators Summary Report', if that is what your Symposium team has decided)
- [] Thank your team members with a written note or email
- [] Send a 'Thank You' note to the group or person who hosted the event (when applicable)
- [] Send a '**Thank You**' email to participants and include, when applicable:
 - Flyers/links for upcoming area Symposiums
 - Sustainable Actions, details of Be The Change Circles, etc (when used)
 - Dates of the next Facilitator Community Leader training in your area
 - Anything that the participants requested you send them (i.e. poems, quotes, etc.)
- [] Follow up with each participant who indicated their interest in some form of participation (i.e., Host a future event, Become trained to facilitate, Take a trip to the rain forest)

Many thanks for your enthusiasm and commitment to make the **Be The Change** Symposium widely available in your community. We are here to support you so that this can be a rewarding and successful experience.