

PROGRAM PLANNING

Workshop Coordinator

Workshop Coordinator responsibilities requires communication with Friends throughout ILYM. Just posting the proposal form will not provide an optimal number and spectrum of workshops. While there are usually a number of workshops on peace and justice issue and on the work of Quaker organizations, often there is a lack and desire for workshops on Quaker faith/thought or history, spiritual practices, and religious texts. The coordinator might need to seek out and personally contact some Friends to ask them to lead a workshop. There are Friends who are willing (even eager) to lead workshops, they just need to be given an opportunity to volunteer. This might involve something personal in addition to the general announcement about workshop proposals. Titles and topics of workshops may initiate with the planning group, evaluations, workshop coordinator or others.

Fall:

- Work with the Program Planning Group in assessing evaluations, developing a theme for Annual Sessions, considering topics for workshops and leaders that would enhance the theme.
- Work out the number of workshops scheduled. This may depend on proposals received. Have fewer of good content is probably better than having a bigger number because you received a large number. In the past, the average total amount of people attending a workshop time has been 50, with less people on Thursday and more on Saturday. Generally having 5-7 workshops on Thursday and 6-8 on Friday and Saturday seems to work in terms of getting a group of 6-8 people at a workshop, noting that with 8 workshops there might be a few that might have only a few people attending, especially if there is a popular one which draws a large number of people.
- Prepare a simple workshop proposal form (a sample follows). This form will be distributed by the Administrative Coordinator. If you do not see a need to make changes to the questions on the form, you can just send the Administrative Coordinator the contact information for the person to receive the filled out forms. This form will be replicated as an on-line form
- If there are workshop leaders you wish to recruit, they should be asked to lead a workshop as soon as possible to give them time to prepare.

Winter:

- Check with speaker coordinator and ILYM representatives to wider Quaker organizations for names of speakers and representatives who will be attending ILYM and may be interested in giving a workshop (they should fill out a proposal form so we have needed information).
- Assure that the proposal form has been sent out by the Administrative Coordinator at least a few months before the return due date. It is good for the proposal forms to be distributed in January.

Spring:

- Confirm receipt of workshop registration from each leader and offer whatever information is needed.
- Inform proposal submitters whether their proposed workshop has been scheduled or has not been scheduled.
- Send workshop titles, descriptions, days being offered, qualifications for participation to the Administrative Coordinator by early March for inclusion in registration materials.
- Before the end of April, send the Administrative Coordinator the contact info for presenters who are not part of ILYM.
- Make sure that requested equipment/supplies are available. There are a few easels/pads at the meetinghouse.

At Annual Sessions:

- Be available to give assistance to workshop leaders, deal with the unexpected, etc.

Workshop Proposal

Illinois Yearly Meeting
202xx Annual Sessions, June xx to xx

Theme: xx xxx xxxxx xxxx xxx

[insert brief theme description, usually used in other material]

Please return this form by March xx to:

name
address, city, state, zip
email phone number

- 1) Title of Workshop:
- 2) Name and Affiliation (organization or ILYM monthly meeting) of Workshop Leader and any co-presenters:
- 3) Description (under 90 words. What is the format? Why Should Friends Attend?):
- 4) Preferred day(s) workshop will be presented. If only presenting once, rank by number the days you would be willing to present : Thursday___ Friday___ Saturday ___
- 5) If the workshop is for more than one day,
____ Continuous (offering after the first is a continuation of the first)
____ Independent (offerings are different, the first offering is not needed to attend the next offering)
____ Repeating (all offerings will be the same)
- 6) Notes for Attending: (All Ages/intergenerational? Recommended minimum age? Only a specific affinity group (race, gender, sexuality)? Do participants need to bring anything with them? Is there a limit on the number of participants? Etc.?)
- 7) Equipment and Logistical Needs: (Are tables, AV equipment, flipchart, electricity, an indoor location or any other equipment needed for this workshop? Note: there are very limited meeting spaces with electricity as well as indoor spaces, you may need an alternative plan if one of the few spaces with electricity or indoors is not available—usually there are more requests for electricity than can be accommodated).
- 8) Would you be interested in presenting this workshop virtually at another time? (The ILYM campus is not set up for holding hybrid workshops, but there might be an opportunity to provide workshops to people who could not physically attend at a later time.)
- 9) Anything else we need to know?
- 10) Contact Information for primary workshop leader (address, phone(s), e-mail):

Please submit by [month date]

**You will get a confirmation about receiving the proposal soon after it is received.
We will be in touch with you regarding the potential scheduling of the workshop
by the end of March.**