

PROGRAM PLANNING

Workshop Coordinator

Workshop Coordinator responsibilities requires communication with Friends throughout ILYM. Titles and topics of workshops may initiate with the planning group, evaluations, workshop coordinator or others.

Just posting the proposal form will not provide an optimal number and spectrum of workshops.

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 of and desire for workshops on Quaker faith/thought or history, spritual practices, and religious texts. And there have been negative evaluations about Quaker organization workshops that are just a promo/info session on the organization and the work that is it doing. 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 announceemt about workshop proposals.

Hybrid Workshops: In 2026 we will be experimenting with offering one or more hybrid workshops.

- In order to be able to offer a workshop in hybrid format the workshop facilitator will need someone else to assist them with the virtual component by serving as the Zoom host for the sessions and assisting the session facilitator by operating the virtual component of the session. The workshop proposal form will have space for the facilitator to indicate if they will be providing an assistant or if ILYM needs to find one (the Program Planning Group A/V Coordinator is tasked with finding one)
- While the proposal form will have a box for the facilitator to offer it in as hybrid, the format of the workshop can impact its ability to meet the challenges of a hybrid structure.
 - When the format is participatory (open discussion, participants equally share in conversation), it is challenging to establish centeredness among both the local and remote participants.
 - Hybrid meetings are more effective and beneficial when the format has a primary presenter, with the local and remote participants more in the role of students or audience.
 - So when choosing which workshops to offer as hybrid, choosing the primary presenter model would be better (one that does not describe itself as having discussion and processing).
- In 2026, this trail experiment will have one Zoom station available for hybrid workshops. Since remote attenders will probably want to attend different workshops each day, choose three workshops (Thursday, Friday, Saturday) that would be held in a hybrid format. If these are offered more than one day, then that workshop would be held at a different location than when offered hybrid. The AdminCoor will figure out the multiple location situations.

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 recieved 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 brief theme description, which is usually used in other promotional materials and he contact information for the person to receive the filled out forms. This form will be replicated as an on-line form. Let the Administrative Coordinator know if you want to or do not want to use the 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.
- Work with A/V Coordinator to ensure there are Zoom assistant people for hybrid workshops.

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 in a hybrid setting? If offering multiple days, only one will be hybrid. Hybrid workshops require the facilitator have a Zoom assistant (serves as host for Zoom sessions and assist the session facilitator by operating the virtual component of the session). Will you provide one or should ILYM provide one?

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.**