



Virtual Host Site Participation Guide



Santa Clara County
Office of Education

»»» Inclusion Collaborative State Conference | 2017

»»» Inclusive Practices
for Birth to 12th grade

Building Bridges
for Equity <<<

»»» Engaging
ALL Learners

»»» October 25-27, 2017 San Jose, CA

Register for the In-Person or Virtual conference through
Friday, October 6, 2017* at inclusioncollaborative.org
(*In-Person Registration ends when all spaces are filled)



2017 Inclusion Collaborative State Conference

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Conference Staff Contact Information

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Questions or Accommodation Requests

If you have any questions of accommodation requests, please email inclusion@sccoe.org.



2017 Inclusion Collaborative State Conference

Inclusion Collaborative

Why?

Every individual regardless of abilities and disabilities has the right to full access to quality inclusive learning and community environments.

Mission:

The Inclusion Collaborative of SCCOE builds a culture that values all children by strengthening, sustaining, and ensuring inclusive practices.

Vision:

Our community embraces diversity and supports lifelong quality inclusion for everyone.

Core Values:

- Engagement, collaboration and partnerships among families, educational systems and community agencies
- Full access for everyone in community and learning environments
- Leadership that models and advocates for inclusive practices in all community venues
- Accessible and integrated services
- Training and education on inclusive practices
- Diversity, in all forms
- Inclusion benefits everyone
- Relationship-based practices with the child and family at the center
- Continuous improvement through a focus on results

Santa Clara County Office of Education

Mission:

The Santa Clara County Office of Education (SCCOE) is committed to serving, inspiring, and promoting student and public school success.

Goals:

- student equity and access to high quality education
- Provide support to districts, communities, schools and students
- Be a premier employer
- Improve organizational effectiveness and efficiency



2017 Inclusion Collaborative State Conference

Conference Description

The Inclusion Collaborative State Conference is an interactive and reflective educational opportunity to understand and learn evidenced based practices for individuals involved in the care and education of children from birth to 12th grade with and without disabilities to create or enhance inclusive practices in their respective programs and communities in which they live.

Desired Outcomes (in-person or virtually):

- Develop relationships across agencies to support inclusive practices
- Understand and learn about research findings, models and evidenced based practices to guide inclusive practices, policies and professional development
- Meet and learn from peers to problem solve and create inclusive programs for children from birth to 12th grade

Target Audience

General Education **and** Special Education: Administrators, Teachers, Parents, Support Staff.

In-Person vs. Virtual Sessions

In-Person Sessions

There are only 325 in-person slots for on-site participants at the Santa Clara County Office of Education (SCCOE). In-person participants will have access to all keynote sessions and may select one session per time period to attend. In-person participants will also have access to all virtual sessions after the conference.

Virtual Sessions

Since there are only 325 spaces available for in-person participation, the live virtual participation is a great feature of this conference. The conference will have all four keynote sessions and 14 concurrent sessions will be available live virtually over the three Conference days. The “virtual sessions” will be broadcast live through the SCCOE’s website, like a webinar. Virtual sessions will also be recorded and available to all in-person & virtual participants one month after the conference.

Virtual Participation (Individuals & Virtual Host Sites)

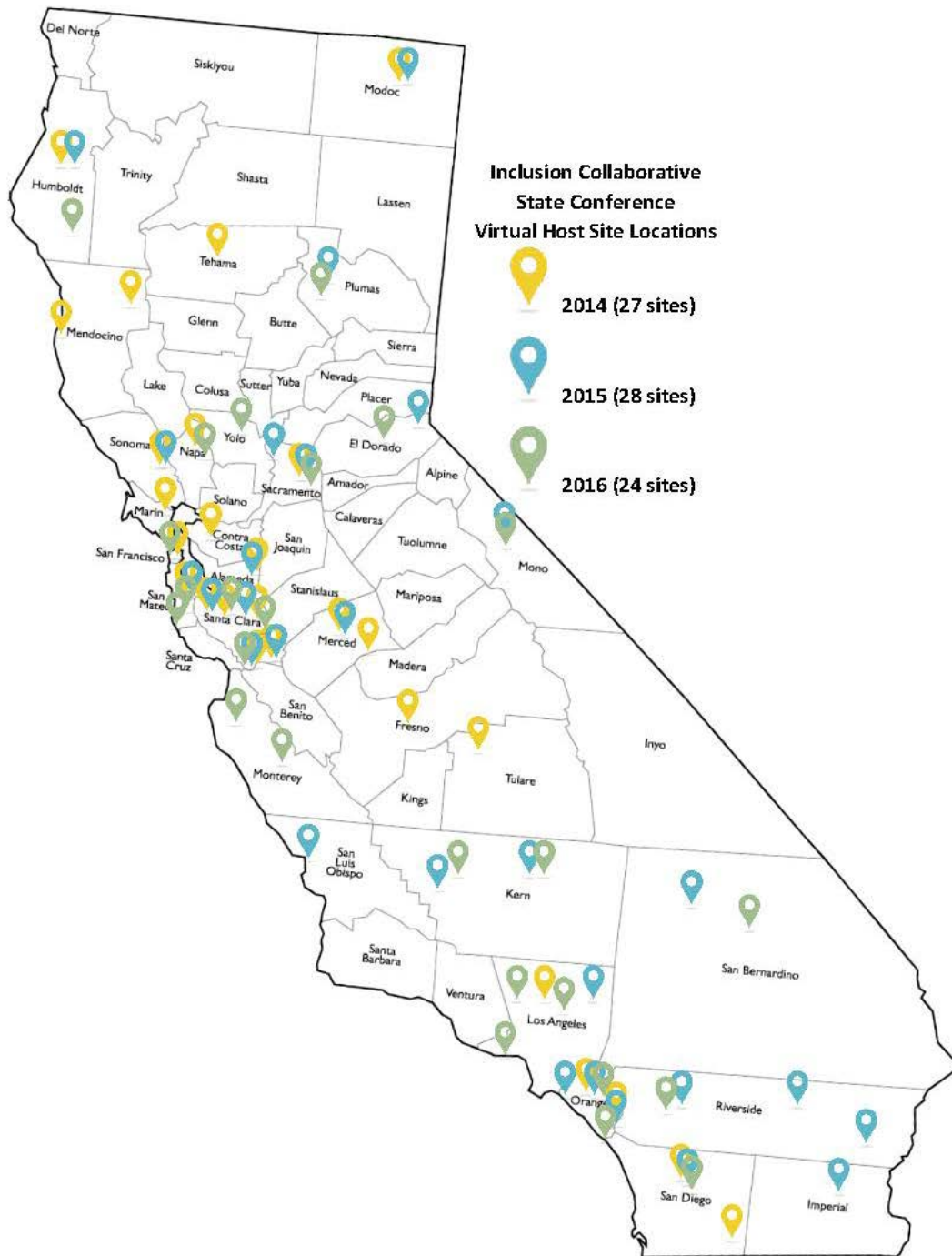
Individuals can tune in live/virtually on their own computers at work sites or at home. Groups also participate at Virtual Host Sites which are typically located at County Offices of Education, Head Start locations, schools, district offices, regional centers, and other agencies. Virtual Host Sites offer the opportunity for more meaningful remote participation in the conference through networking, reflection and discussion about the sessions. Breaks and lunch can be enjoyed at the same times at the on-site conference schedule. Participation by groups may also lead to team planning for implementation of the inclusive concepts presented at the conference.



2017 Inclusion Collaborative State Conference

Conference Location & Past Virtual Host Site Locations

The Inclusion Collaborative State Conference is held annually at the Santa Clara County Office of Education (SCCOE) located at 1290 Ridder Park Drive, San Jose, CA 95131.





2017 Inclusion Collaborative State Conference

2017 Conference Theme & Session Topics

This year's conference theme, "Building Bridges for Equity-Engaging ALL Learners", session topics include:

- 0-3 Early Intervention: Sustaining Inclusion Relationships in the Lab School
- Being with, Not Doing for: Using a Coaching Model in Early Intervention
- Building and Sustaining Inclusive Preschool Programs
- Communication Access and Participation of Deaf or Hard of Hearing Students in Mainstream Classrooms
- DRDP Results: Understand Child Progress and Plan for Success
- Eleven Co-Teaching Strategies Essential Steps to Creating Successful Inclusive Programs in a Large Urban School District
- English Learners with Disabilities: An Overview of the Challenges and Strategies for Inclusive Schools
- How Many M's in MTSS? Connecting the M's in MTSS for Preschool
- How to Implement Inclusion Programs in Early Education
- How to Support Individuals with Autism Spectrum Disorder (ASD) in Inclusive Educational Settings
- Implementing Inclusion & Co-Teaching? So are we!
- Inclusion in an Outdoor Classroom: Building Community and Developing Resiliency in the Presidio
- Inclusive Classroom Profile (ICP): Defining Quality in Inclusive Programs
- Integration of Early Childhood Mental Health, Attachment and Trauma-Informed Practices in an Early Intervention Home Visiting Program
- Joining Forces to Support an Entire Community
- Leveraging University Partnerships to Sustain Inclusive Practices
- Mindfulness-Based Practices to Support Learning for ALL Children
- Partnering with Paraeducators In Inclusive Settings
- Planning for All Kids with DRDP (2015) Reports
- Preschool Inclusion Success through Embedded Instruction
- Pyramid Equity Project: Addressing Inequities in Early Childhood Discipline
- Reaching ALL Learners with Culturally Responsive Design
- Scaling Up Multi-Tiered System of Supports (MTSS) in California
- Successful Inclusive Strategies for the Elementary Classroom
- Supporting Access and Inclusive Participation for ALL Preschool Children
- Technology for the Visually Impaired
- Thunder Dog: The True Story of a Blind Man, His Guide Dog, and the Triumph of Trust
- Trans-disciplinary Collaboration: Improving Outcomes for Mod/Severe Pre-School Students
- Understanding the Impact of Trauma on Brain Development
- Union Perspectives on Inclusion
- Universal Design for Learning
- Using Universal Design for Learning (UDL) and Culturally and Linguistically Relevant Pedagogy in the Classroom
- Why Cultural Responsiveness Matters for Social-Emotional Development



2017 Inclusion Collaborative State Conference

Schedule

Wednesday, October 25, 2017 (Pre-Conference Day):

9:00-10:00	Breakfast and registration
10:00-11:00	Keynote (available virtually)
11:00-11:15	Break and transition to next session
11:15-12:15	Concurrent Sessions (1 session virtually)
12:15-1:00	Lunch
1:00-2:00	Concurrent sessions (1 session virtually)
2:00-2:15	Break and transition to next session
2:15-3:30	Concurrent sessions (1 session virtually)

Thursday, October 26, 2017:

8:00-9:00	Breakfast and registration
9:00-10:30	Welcome and Keynote
10:30-10:45	Break and transition to next session
10:45-12:15	Concurrent Sessions (4 sessions virtually)
12:15-1:00	Lunch
1:00-2:30	Keynote (available virtually)
2:30-2:45	Break and transition to next session
2:45-4:15	Concurrent session (4 sessions virtually)
5:30-7:00	Networking Event at Embassy Suites Milpitas, CA (5 miles from SCCOE)

Friday, October 27, 2017:

8:00-8:30	Breakfast and registration
8:30-10:00	Concurrent Sessions (4 sessions virtually)
10:00-10:15	Break and transition to next session
10:15-12:00	Keynote (available virtually)

Continuing Education Units (CEUs)

University of the Pacific CEUs Fee: \$140 (two semester units total for all 3 days). *NO REFUNDS.*
CEU forms can be found on the conference mobile app/desktop version.

Certificates of Completion

Certificates of Completion will be sent to Virtual Host Sites or Virtual Individuals to distribute during the last afternoon sessions to attendees. All 3 days total 13.5 hours.



2017 Inclusion Collaborative State Conference

Evaluations: Sessions & Overall Day

Conference *session* evaluations can be found in each individual session towards the bottom on the conference mobile app/desktop version. Please have room monitors remind participants to complete the survey towards the end of the session. Overall day evaluations can be found for each day on the conference mobile app/desktop version under Overall Day Surveys. Please have room monitors remind participants to complete the survey towards the end of the day.

Conference Mobile App/Desktop Version

The 2017 Inclusion Collaborative State Conference Mobile App is free to all conference participants and features include:

- Conference agenda w/ session info.
- Game
- Live Q&A*
- Mapping: location & inside venue
- Networking
- Note taking
- Personalized agenda (session selections)
- Presentation materials
- Quick search
- Social Media sharing
- Social Wall
- Speaker biographies
- Surveys
- Virtual Links
- Uber

*In each session, a virtual room monitor will be monitoring the Live Q&A and will transcribe the questions from the virtual & in-person audience onto index cards for the presenter(s).

The mobile app will be available to download one month prior to the conference, an email with instructions will be sent out. You can download the mobile app by searching “**IC State Conference**”





2017 Inclusion Collaborative State Conference

Desktop Version link will be emailed to registered contact

The screenshot shows the mobile app interface for the 2017 Inclusion Collaborative State Conference. At the top, it displays the event title and dates (Oct 25, 2017 - Oct 27, 2017) along with 'Log In' and 'Back to all events' options. Below this is a navigation bar with 'Schedule', 'My Schedule', and 'Invitations'. A date selector shows Wednesday (25), Thursday (26), and Friday (27). A search bar is present. The main content area lists several events for Wednesday, including 'Breakfast & Registration' (9:00 AM - 10:00 AM in Main Lobby), 'Morning Keynote: Supporting Access and Inclusive Participation for ALL Preschool Children (Virtual)' (10:00 AM - 11:00 AM in Saratoga Room), 'Break & Transition to Next Session' (11:00 AM - 11:15 AM), and 'Building and Sustaining Inclusive Preschool Programs (Virtual)' (11:15 AM - 12:15 PM in Saratoga Room). A left sidebar contains an 'Event Guide' with various navigation options like Activity Feed, Schedule, Speakers, Sponsors, Exhibitors, Overall Day Surveys, Maps, Game, Attendees, CEUs, Information & Help Docu..., Uber, Bookstore (in-person only), IC Website, Sign up for IC Newsletter, '17-18 IC Training Calend..., IC YouTube Channel, and IC Pinterest.

The screenshot shows the event detail screen for the 'Morning Keynote: Supporting Access and Inclusive Participation for ALL Preschool Children (Virtual)'. It features a 'LiveEvent' banner at the top. The event title is prominently displayed, along with the location 'Saratoga Room' and the time 'Wed, October 25th, 10:00 AM - 11:00 AM'. Below the title, there are star ratings and a 'Check-ins' button. At the bottom, there are icons for 'Note', 'Bookmark', 'Share', and 'Photo'. A 'Live Q&A' section is visible, stating 'Questions can be submitted one hour before and up to thirty minutes after this session.' A 'Description' section is partially visible at the bottom.



2017 Inclusion Collaborative State Conference

Registration Fees

Registrations must be received no later than October 6, 2017

2017 Inclusion Collaborative State Conference Registration Fees			
In Person Registration		Virtual Registration	
Individual		Individual	
1-Day Registration	\$250	3-Day Registration	\$250
2-Day Registration	\$350		
3-Day Registration	\$450		
Volunteer & General Presenters/Co-Presenters*		Virtual Host Site	
1-Day Registration	\$150	3-Day Registration	\$400
2-Day Registration	\$250		
3-Day Registration	\$350		
*Please note: Maximum of three presenters/per session to receive special pricing			

Virtual Host Site Registration Information

Virtual Host Sites are hosting their “own conference” with moderate preparation/facilitation:

- Determine an Audience (occupancy)
- Determine number of concurrent sessions your location can accommodate. Each virtual session needs to have its own room. (1 session streamed on Wednesday & up to 4 concurrent sessions will be streamed Thursday & Friday)
- Determine primary contact per site, this person will be the lead for their site.
- When registering online, please only register for sessions to be hosted at your site. (i.e., if you only have 2 rooms available, only register for 2 concurrent sessions)
- Complete Virtual Host Site registration online at <https://www.regonline.com/2017icsc>. You will be required to create a username & password, this will enable you to change session selections or cancel if needed.



2017 Inclusion Collaborative State Conference

Virtual Host Site Preparation Checklist

Facilities:

- Book rooms depending on # of virtual sessions being hosted at one time (1-4)
- Determine an occupancy per session
- Create a budget, items to consider:
 - Copies of sign in sheets, evaluations, certificates, session materials
 - Food- Are you providing breakfast, lunch, snack, drinks?
 - Fees involved for using the facilities/equipment?
 - Any additional costs? (Staffing, etc.)
 - Determine location for sessions within site: Is there occupancy differences? Are the Keynote sessions being viewed in one room or multiple rooms?
 - Determine if registration fees will be collected from participants (to help cover costs & get commitment)
- Identify 1-2 Room Monitors for each session
- Laptop for each room- Safari, Firefox or Explorer preferred web browsers
- LCD Projector for each room
- Speakers for each room
- Phone available to call technology help line during conference

Marketing:

- Develop a Registration Flyer or use template that will be provided once registered as a Virtual Host Site and distribute to targeted audience.

Registration:

- Provide registration for participants, make sure to include breakout sessions for participants to register for.
- Determine your registration deadline and costs for participants
- Manage registration system
- Send reminders to participants; include any key information (i.e. registration, parking, lunch details, etc.)



2017 Inclusion Collaborative State Conference

Conference Preparation:

- All Room Monitors identified for each session/room
- Create conference schedule to include times, session names, location of sessions
- Email participants to bring an electronic device to gain access to conference mobile app/desktop version for session materials, surveys & other interactive features.
- If printing hard copy handouts for sessions, copy and organize by session
- Prepare sign in sheets for sessions being hosted.
- Prepare certificates, three templates provided (one for each day). Certificates are for the full day of participation, not for each session.
- Prepare hard copy University of Pacific (UoP) CEU forms for participants to complete. Also available on conference mobile app/desktop version.
- Have registration listing of participants printed
- Prepare name tags if desired
- Order breakfast and lunch, if providing to participants
- Submit any AV requests (internally)
- Signs for Registration, parking direction, if needed.
- Coordinate setup and cleanup
- Day before conference, ensure each room is setup with:
 - Tables and chairs
 - Sign in desk
 - Seats for Room Monitors
 - Laptop, projector, screen and speakers
 - Sign in sheets, certificates, UoP CEU forms, other handouts organized and ready
- See example picture above provided from Virtual Host Site Orange County Office of Education. Each day is clearly labeled, each session has its own folder to hold sign in sheets, evaluations, tip sheets, etc. They also color coded each time period of concurrent sessions. Additional folders are added for certificates and UoP CEU unit forms.





2017 Inclusion Collaborative State Conference

Conference Days:

Please remember there is a 5-10 second delay for the virtual audience

- Post schedule
- Ensure participants sign in for each session
- Check media in each room, laptops, speakers, etc.
- Have greeters at key locations (if more than one session offered per period)
- On the day of the session, virtual participants log on to link to the virtual session, that will appear under the appropriate post. There will be a video link for each session.
- If experiencing sound/technology issues, please post in Live Q&A
- Utilize conference mobile app/desktop version to check-in to sessions, rate sessions, session evaluations, materials, Live Q&A, etc.
- Distribute Certificate of Completion at end of the day
- Collect sign in sheets and any hard copy evaluations

After Conference:

- Submit sign in sheets copies to Inclusion Collaborative; at inclusion@sccoe.org
- Have a debriefing meeting, discuss success/challenges and suggestions on improvement. Send meeting notes to inclusion@sccoe.org

Why Participate Virtually?

- About 325 spaces available for in-person participation, the virtual participation is one of the great features of this conference!
- Avoid \$1,395 average cost per in-person attendee; i.e.Traveling from LA:
 - \$450 registration fee (three day registration)
 - \$275 flight (average price)
 - \$550 hotel (two night stay; double occupancy room+ taxes)
 - \$60 meals
 - \$60 taxi/shuttle
 - \$1,395 total
- Virtual Host Sites pay \$400 (3-Day registration) for as many attendees as host site determines.

Example: 4 team members attending in-person cost: \$5,580 vs. \$400 + preparation time