ACRL Workshop Host Information

Engaging with the ACRL Framework:
A Catalyst for Exploring and Expanding Our Teaching Practices

Sample Schedule (8 hours, 45 minutes)

15 minutes  Welcome & Workshop Overview
1 hour      Segment 1: Setting the Stage: Exploring Possibilities & Challenges
15 minutes  Break
1 hour      Segment 2: Foundational Knowledge: Pedagogical Theories and Approaches
15 minutes  Break
1 hour      Segment 3: Considering Institutional & Instructional Contexts
1 hour      Lunch
2 hours, 45 minutes Segment 4: Instructional Design with the Frames in Mind
15 minutes  Break
45 minutes  Segment 5: Building Collaborations
15 minutes  Final Reflections and Closing Remarks

Room setup and A/V Supplies Needed

- Room set with roundtables (must seat 6-8), plus head table for presenters
- Two wireless microphones
- Projector, screen, and computer connected to projector (PC, must have Office 2007 or higher)
- Flip charts or white board at each table
- Markers at each table

Host responsibilities

- Reservation of meeting space and audio-visual equipment, and printing of workshop handouts and materials, per the requirements provided by ACRL.
- On-site instructional technology and AV support as needed.
- Reservation and purchase of lodging and ensure presenters are given clear understanding of satisfactory ground transportation options.
- Communicate regularly with presenter(s) regarding program and logistics.
- Catering for attendees and presenters (e.g. breakfast, lunch, refreshment breaks) as appropriate.
- Volunteer staff as needed (e.g., general oversight, check-in assistants).
- Management of registration process, if any.
- Compilation of attendee roster with complete contact information and registration list.
- Participant and presenter name badges.

More information about this workshop can be found at http://www.ala.org/acrl/frameworkroadshow.

For more information, please contact Chase Ollis at collis@ala.org or 312-280-2521.