



# *Handbook of Guidelines For Teacher Representatives*

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## Handbook of Guidelines for EARCOS Teacher Representatives

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# Overview

This Handbook is intended to assist EARCOS Teacher Representatives with the work they perform on behalf of the teachers they represent. There is a Calendar of suggested considerations, which is provided to help you efficiently and effectively address your monthly “responsibilities”.

Please read the entire Handbook, but particularly note the manner in which you are asked to submit Counselor and Teacher Workshop proposals. We have simplified the process to make it easier for you to submit and easier for us to receive and review finalist proposals.

We hope you take time to read and reflect on the vital role you play and the responsibilities you have to make the conference a successful collaboration among colleagues. The EARCOS Teacher Conference has long been recognized as one of the most highly regarded and enriching professional development experiences in the world of international education.

This conference has been and will continue to be a collaboration among this region’s leading educators. As a learning organization, EARCOS invites suggestions from you and your colleagues, suggestions that will help us learn and continue to improve. Please accept our sincere gratitude for your able assistance with the organization and delivery of the annual EARCOS Teacher Conference. It simply cannot happen without you.

# Letter from the Executive Director

August 05, 2020

Dear Teacher Representatives,

I hope that your school year is off to a positive beginning despite the unprecedented challenges all of us in international schools continue to face. Despite the many disruptions caused by Covid-19, at this moment, the ETC 2021 is still scheduled to take place on March 25-27, 2021 in Kota Kinabalu. Clearly we will continue to monitor the feasibility of this important conference in the months ahead. Deciding to cancel ETC 2020 was among the most difficult decisions our organization has ever had to make. Still our primary concern must continue to the safety of all who would typically gather to make the ETC the stellar event it has always been. We are all proceeding with the expectation (and hope) that the 2021 ETC will be held as planned. Therefore, we ask that you kindly take time to review this slightly revised handbook for 2021.

Enclosed please find guidelines and proposal forms for teacher-presented workshops for our next conference. Please ask those members of your faculty who are interested in presenting a workshop at this conference to visit the EARCOS website and fill out the forms and to submit them to you. Because of the overwhelming response to our requests for proposals in the past two years, we agreed to set a suggested maximum number of teacher workshops that can be accepted from each school:

1. Large schools (more than 1,000 students) may have up to three workshop proposals accepted for presentation;
2. Medium schools (401 to 1,000 students) may have up to two workshop proposals accepted for presentation; and
3. Small schools (under 400 students) may have up to one workshop proposal accepted for presentation.

You may submit more proposals than the guidelines permit, but they must be rank ordered when you submit them to EARCOS for review. The Online Workshop Application form has a place for the ranking. Completed proposal forms should be returned to the EARCOS office no later than November 9, 2020.

It is the responsibility of the EARCOS Teacher Rep to ensure that the “Teacher Workshop Proposal” form is completed and that a photograph of the teacher presenter is attached. And, (if your school is large or medium) the workshop proposals have been ranked on the online form. We assure you that your rankings will be held in confidence.

We have also included an evaluation worksheet, designed to assist you as you evaluate each workshop proposal submitted to you. Please encourage and prioritize proposals that align with the core strands in the ETC 2020 conference: Literacy / Reading, Early Childhood, Special Needs (SENIA), Modern Languages, Media Technology/Libraries, Counselors, ESL, Technology, Children's Authors, Child Protection, and General Education Topics. We will let you know which workshops have been selected for the conference no later than December 7, 2020.

EARCOS is pleased to be able to offer this opportunity for teachers to share their expertise and passion with their peers. However, we are not able to offer financial support for teacher presenters. Presenters must register for the conference along with your other teachers who will be attending.

Also enclosed in this document please find a suggested calendar for teacher rep activities from August to June, a revised list of Teacher Representative responsibilities throughout the year, and a number of core responsibilities for Teacher Representatives during the conference. It is generally expected that *all teacher reps will attend the conference*—the coordination of ETC 2021 would be an impossible task without your assistance. It is also important that you attend the EARCOS Teacher Rep reception/meeting in your honor on Wednesday, **March 24, at 5:00 p.m.**

Please carefully review the following guidelines and forms. If you have any questions or suggestions, kindly contact [Giselle Sison](#) who always appreciates hearing from you. Conference registration forms and hotel forms will be available via the EARCOS webpage in October. We hope to see you and many others from your school next March in Bangkok at another fantastic ETC!

Sincerely,

Edward E. Greene, Ph.D.  
Executive Director, EARCOS

Cc: Head of School  
Curriculum Coordinator

# Calendar for ETC Teacher Representatives

ETC 2021 (EARCOS Teachers' Conference)  
 March 25 – 27, 2021 (Pre-conferences, March 24)  
 Kota Kinabalu, Malaysia

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## 2020-2021 Calendar for ETC Teacher Reps.

### THROUGHOUT THE YEAR

It is of **UTMOST IMPORTANCE** that you keep your faculty updated on all activities and information from the EARCOS office regarding the teachers' conference and respond to messages from EARCOS. [Here](http://www.earcos.org/etc2021/) you will find the webpage (<http://www.earcos.org/etc2021/>) dedicated to the March 2021 ETC conference. Please share the link with your school's faculty and let them know that the information has been updated and replaces all previous conference-related information.

### AUGUST - SEPTEMBER - OCTOBER - NOVEMBER - DECEMBER

Distribute and discuss "Guidelines for Workshop Presenters" sheet with potential teacher workshop presenters and assist in completing "Teacher Workshop Proposal" forms so that EARCOS receives them by the deadline of **November 09, 2020**. If your school sends more than one proposal, they must be ranked by the TR. **ENSURE THAT FORMS ARE COMPLETE.**

Arrange for field-testing of teacher workshops. Teacher workshops must be "tried-out" at your school first. **COMMENTS AND SIGNATURES BY THE TR AND THE ADMINISTRATOR ARE REQUIRED. TR SIGNATURE IS NOT REQUIRED FOR COUNSELOR PROPOSAL/S, BUT THE HEAD OF SCHOOL, OR DESIGNEE IS REQUIRED.**

Review and Rank (if necessary) workshop proposals and sign forms. Ensure the Head of School or Designee also includes comments if necessary, and signs the proposal forms.

Submit "Online Workshop Application" form to reach the EARCOS office no later than **November 09, 2020**. Confirmation of decision will be emailed to ETC teacher reps by **December 07, 2020**.

Inform potential workshop presenters of acceptance or rejection of their sessions. Remind those who were selected to post handouts on their school's website and send the link to EARCOS or send the handouts in PDF or WORD format to EARCOS office for uploading on the ETC webpage or bring at least 40-50 copies of any handouts with them to the conference.

### DECEMBER - JANUARY - FEBRUARY

Register school delegates at the hotel and submit registration forms and fees to the EARCOS office to meet the **January 15, 2021**, deadline. Organize flight schedules, group airfares (if applicable) for delegates from your school.

Make sure that delegates from your school who wish to stay at the conference hotel have registered directly with the Sutera Harbour by the deadline and have received a confirmation.

Please contact the hotel if you do not receive such confirmation in a timely manner.

Distribute conference information and updates or direct delegates to the webpage. Please ensure that information regarding the conference that you have received from the EARCOS office and that what is posted on the webpage is understood by your Delegates.

Remind all teacher workshop presenters from your school about posting or bringing handouts, making sure that his/her aide knows what is expected.

### MARCH

Attend ETC 2021 in Kota Kinabalu, Malaysia.

Attend the pre-conference ETC Teacher Rep meeting on **Wednesday, 24 March**. Remind all teacher workshop presenters from your school about posting or bringing, making sure that his/her aide knows what is expected, etc.

If you are not able to attend this meeting, please let us know as soon as possible. No need to have a replacement.

### APRIL - MAY- JUNE

Prepare an orientation packet for next year's teacher rep (if your term expires). Submit name, teaching position, and email address of the new Teacher Rep to the EARCOS office on or before April 12, 2021. If you have any questions, please contact:

### **EARCOS**

Brentville Subdivision, Barangay Mamplasan  
 Biñan, Laguna 4024, Philippines  
 Phone: 63-2-779-5147 Fax: 63-49-511-4694

Coordinator: Giselle Sison at [gsison@earcos.org](mailto:gsison@earcos.org)

# Teacher Representatives' General Responsibilities

**SELECTING A TEACHER REPRESENTATIVE (TR) FROM YOUR SCHOOL:** Each school will decide how to choose the ETC teacher rep. In some schools, he or she is elected, in others she/he is appointed or volunteers. In some schools the Head of School, or designee will serve as the teacher representative.

The EARCOS office will communicate with only one TR from each school, although, some of the highest enrollment schools may need two or more to assist with in-house responsibilities associated with workshop proposals, conference registrations, group airline reservations, etc.

Schools should ensure that the designated TR is a teacher who plans to attend ETC in March. Teacher reps will correspond with the EARCOS office and they should be timely with their communications regarding ETC.

ETC Teacher Reps (TRs) should distribute within their schools all relevant information about the EARCOS Teachers' Conference (ETC) 2021. Each TR will also receive copy of the ET. This will provide information about ETC. The information will also appear on the EARCOS website at <http://www.earcos.org/etc2021/>

TRs should keep their respective faculties informed about the conference. This will include, but not be limited to, making presentations to faculty at the beginning of the school year, providing information on location and dates of the conference, facilitating airline and hotel reservations (This is facilitated through the hotel's reservation form and/or web link.) Hotel reservations should always meet deadlines set by the Advisory Committee.

TRs will assist in evaluating teacher workshop proposals before submission to the EARCOS office.

TRs will organize school-based workshop trials, collate requisite evaluations of workshops, and collect rankings of all completed and trialed workshop proposals. (See pages 11, 12)

TRs will ensure that the "Teacher Workshop Proposal" form found at ([http://earcos.org/other\\_trreps.php](http://earcos.org/other_trreps.php)) in WORD format is used by potential workshop presenters and content of successful workshops are transferred to the "Online Workshop Application" link to be sent by Giselle Sison.

*For ease and convenience, all school-based proposals should be completed using this WORD formatted document. This step assures that finalist proposals – top one, two or three – are easily transferable to the "Online Workshop Application". This is the only acceptable means for EARCOS to receive your school's submissions.*

*TRs are responsible to assure that finalist proposals include Head of School, or designee signature. And, TRs should sign all teacher proposals.*

*TRs are requested to be at the conference site by 5:00 pm, the day prior to the conference to attend a meeting and assist with the conference set up. If a TR could not come, he/she needs to inform the EARCOS office ahead of time.*

It is suggested that the school fund the TR's transportation to the conference venue, along with meeting the TR's accommodation expenses and providing a per diem, if possible.

TRs will meet prior to the conference on Wednesday afternoon so that responsibilities for the conference can be delegated, questions can be answered, and any necessary information can be distributed.

TRs need to advise their delegates to download all handouts of the workshops they will be attending before coming to the conference.

TRs are also a resource for the EARCOS office and the ETC Advisory Committee—to provide information about their country and school with the possibility of staging a future conference and to suggest and recommend potential speakers to their representative Advisory Committee members.

TRs are expected to bring gift from their country or US\$ 75 to contribute to the annual charity raffle to benefit a designated charity. Also, Advisory Committee members will bring one extra gift for the charity raffle.

Note: Download TR materials at [http://earcos.org/other\\_trreps.php](http://earcos.org/other_trreps.php)

# Conference Responsibilities

Attend pre-conference meeting and reception for teacher reps, **March 24, 2021, at 5:00 p.m.** to receive updated information, ask questions, and learn how you will assist throughout the conference.

CHECK IN AT THE REGISTRATION DESK EACH MORNING and serve as a liaison between the conference headquarters and teachers from your school. Be sure you read the daily bulletin and remind your other delegates to read as well.

Each teacher rep may be asked to act as an assistant to one of the keynoters or one of the special presenters. Responsibilities will include: meeting and greeting (not at the airport), checking room set-up and audio-visual equipment, introducing the speaker, distributing handouts, if any, and presenting the speaker gift from EARCOS (which will be provided). To the extent possible, you will be given your choice of speakers on a first-requested, first-served basis.

Assist your teacher workshop presenters by making sure they each have an “aide” to perform them following services: (You can act as the aide, if your school does not have more than one teacher presentation during the time slot. Please note the name of the aide must be on the teacher workshop proposal form, which is submitted in November.)

**Room set-up.** If the presenter changes the room configuration, make sure it is returned to the original set-up for the next scheduled workshop.

**Handouts.** Assist in distribution.

**Audio-visual equipment.** Check that the requested equipment has been provided and that it works properly. Inform the EARCOS desk, if equipment malfunctions. Normal school supplies, such as markers and chart paper, should be available for your use. Any consumable supplies or equipment that might not be available should be brought with you. Please specify exactly what you will need for your workshop.



# Proposal Process for Potential Teacher Workshop Presenters

## TEACHER REPS, PLEASE DISTRIBUTE TO POTENTIAL WORKSHOP PRESENTERS

Please discuss your intentions to complete a proposal with your ETC Teacher Rep well in advance of the submission of your “Teacher Workshop Proposal” form. Share your topic and overview of the content of your presentation, as your ETC Teacher Rep, or designee.

Workshop sessions will be one hour in length.

Discuss your workshop with an experienced presenter in your school. READ THE EARCOS GUIDELINES FOR WORKSHOP FACILITATORS AND BE SURE TO READ THE DAVID SOUSA ARTICLE.

On the EARCOS “Teacher Workshop Proposal” form, please be sure to indicate the appropriate grade level(s) and target audience and provide a title and a 50-word description that will accurately describes your workshop.

Limited audio-visual equipment will be available. You **should** indicate your requests on the “Teacher Workshop Proposal” form before it is submitted to EARCOS. Late requests for audio-visual equipment will be considered in the order in which they are received. If you have NO audio-visual requirements, please write “NONE” on the workshop proposal form. For everyone’s ease of mind, YOU SHOULD BRING YOUR OWN LAPTOP. A limited number of presentation projectors may be available. Normal school supplies, such as markers and chart paper will be available, but in limited supply. Any consumable supplies or equipment that might not be available should be brought with you. Please specify exactly what you will need for your workshop.

On the EARCOS “Workshop Proposal Form”, please provide the name of the person from your school who will act as your aide—check room set up, distribute any handouts, act as a troubleshooter if anything goes wrong, etc.

Submit your completed “Teacher Workshop Proposal” on MS Word formatted document to your school’s EARCOS TR by the deadline, which is **November 9, 2020**.

If your proposal is chosen by your school’s teacher rep, it will then be transferred to the “Online Workshop Application” form. This is the only means through which EARCOS will receive finalist workshop proposals.

Remember workshops must be field-tested at your school first, and your proposal must be evaluated and signed by your EARCOS Teacher Rep and Head of School or a designee.

Presenters should hand carry to the conference 40-50 copies of handouts for distribution by your aide as delegates arrive at the workshop. Or, alternatively, presenters can post handouts on their own or their school’s web site, and EARCOS will make a link from the EARCOS web site to your school’s website. Better yet, send it to us and we will post in on our website under your name.

PLEASE NOTE:

ONLY A SUGGESTED NUMBER OF PROPOSALS CAN BE SELECTED EACH YEAR.

**A Word version of the Teacher Workshop Proposal form is available at the EARCOS website. All required information must be clearly presented and include all required information, photographs, comments and signatures.**

**The completed forms should be sent to Giselle Sison ([gsison@earcos.org](mailto:gsison@earcos.org)) in the EARCOS office by Nov. 9, 2020.**

Note: Please download TR materials at [http://earcos.org/other\\_trreps.php](http://earcos.org/other_trreps.php)

# EARCOS Workshop Presenter Guidelines

We expect educator workshop facilitators to:

Start and end on time.

Provide appropriate and professional resources.

Clearly explain goals.

Tailor learning events appropriately:

- to maximize processing,
- to allow practice,
- to allow application, and
- to provide time for reflection.

Participants need time to reflect on their new learning. Please build in reflective pauses, conversations and exercises throughout the learning process and use different learning modalities and pace learning appropriately.

Be open to questions.

Be respectful of the learning needs of participants.

Review the learning goals that your participants have shared.

# EARCOS Online Workshop Application Form

**IMPORTANT:** The MSWord formatted for “EARCOS Online Teacher Workshop Proposal” forms are available for download at [http://earcos.org/other\\_trreps.php](http://earcos.org/other_trreps.php) Once a selection of teacher workshop presenters has been made the “Online Workshop Application” form will be sent to the Teacher Representative in order for them to submit the information online via Google Form. The link will be sent by Giselle Sison, ETC Coordinator. The PURPOSE of sending the information via Google Forms is for us to be prompt and efficient in our processing. DO NOT SEND the information as an attachment. Please use the online form provided through the EARCOS Office.

Submit this form to your EARCOS teacher rep by his/her deadline. It must be in the EARCOS office by **Nov. 9, 2020**.

PLEASE INCLUDE A SCANNED PHOTO OF HEAD AND SHOULDERS.

PLEASE COMPLETE AND SEND THIS FORM TO YOUR SCHOOL’S TEACHER REP.

Incomplete Workshop proposals cannot be considered.

Name:

Last Name \_\_\_\_\_ First Name \_\_\_\_\_

School: \_\_\_\_\_

Workshop topic or subject area: \_\_\_\_\_

Workshop title: (10-word maximum):  
\_\_\_\_\_

Grade level(s) and/or target audience:  
\_\_\_\_\_

Description of workshop: (50-75 word maximum) Please accurately and concisely describe the content of your workshop. \_\_\_\_\_  
\_\_\_\_\_

Narrative bio of presenter: (50-75 word maximum)  
\_\_\_\_\_  
\_\_\_\_\_

Workshop requirements: (if none, please write “NONE”) \_\_\_\_\_

Audio-visual equipment (Please remember, if you need a computer for your presentation, you must bring it with you.), additional items (e.g., bulletin boards, etc.), special room requests (e.g., space to move, dark room) There will be a limited number of presentation projectors—we may not be able to provide them for everyone. Normal school supplies such as markers and chart paper should be available for your use. Any consumable supplies or equipment that might not be available should be brought with you. Please specify exactly what you will need for your workshop.  
\_\_\_\_\_

Name of aide (must be provided by workshop presenters):  
\_\_\_\_\_

This workshop must be field-tested at school and recommended WITH COMMENTS by the teacher rep and an administrator prior to submission to the EARCOS office.

Note: Download TR materials at [http://earcos.org/other\\_trreps.php](http://earcos.org/other_trreps.php)

# Teacher Workshop Evaluation Sheet

(For EARCOS Teacher Rep use only – NOT to be submitted to EARCOS)

Presenter Name: \_\_\_\_\_

Teacher workshops are an integral part of the ETC, and the TR plays a vital role in the selection of the workshops that are recommended for presentation at the conference. The following checklist may be helpful in evaluating and ranking the proposed teacher workshops when they are field-tested in your school.

Needs improvement ..... Excellent

	1	2	3	4	5
1 Objective and purpose of presentation is clearly stated	1	2	3	4	5
2 Presenter shows enthusiasm & involvement in subject	1	2	3	4	5
3 Delivery is well-modulated, pleasing to audience	1	2	3	4	5
4 Presentation is appropriate to stated title	1	2	3	4	5
5 Presentation is appropriate to target audience	1	2	3	4	5
6 Presentation is appropriate to the description	1	2	3	4	5
7 Material is presented comfortably in 50 minutes	1	2	3	4	5
8 Presenter allows sufficient time for questions & discussion	1	2	3	4	5
9 Handouts, if any, are helpful	1	2	3	4	5
10 AV equipment, if used, is appropriate & helpful	1	2	3	4	5
11 Examples of student work support presentation	1	2	3	4	5
12 Presentation has applicability outside your school	1	2	3	4	5
13 Presentation would be an asset to the conference	1	2	3	4	5
14 Presentation would be a credit to your school	1	2	3	4	5

Note: Download TR materials at [http://earcos.org/other\\_trreps.php](http://earcos.org/other_trreps.php)

# Ranking for Teacher Workshop Proposals

The proposal, presenter, and ranking will be kept confidential.

The workshop that you feel is of the very highest quality should receive the rank of one (1). When you submitted the information about the Teacher Workshop via Google Form when Giselle sends the link to the Online Teacher Workshop Presenter Form. See below screen captured of the ranking field found on the Google form

## Name of Proposed Presenter

### Ranking \*

The workshop that you feel is of the very highest quality should receive the rank of 1 and so on.



## Invited EARCOS Distinguished Practitioner (EDP)

The EARCOS Executive Director will invite, from time to time, educators from the region to deliver workshops at the annual EARCOS Teachers' Conference. This invitation is made independent of the Teacher Workshop Proposal process. There could be as many as three EDPs, but not more, invited to conduct workshops on topics identified by the EARCOS Executive Director. The EDP's conference hotel room and conference registration expenses may be borne by EARCOS, as requested by the EDP. In unusual circumstances, airfare may be partially reimbursed.

# Strand Rotation Schedule

## ETC 2021: Kota Kinabalu, Malaysia (Sutera Harbour Resort)

Early Childhood  
Special Needs (SENIA)  
Modern Languages  
Media Technology / Libraries  
ESL  
Counseling  
Technology  
Children's Authors  
Child Protection  
General Education

## ETC 2022 : TBA

Physical Education/Wellness/Health  
Visual Arts  
Film  
Design Technology  
Robotics  
Performing Arts:  
- Choral Music  
- Dance  
- Drama  
- Strings  
- Band  
Technology  
General Education Topics

## ETC 2023 : TBA

Science  
Math  
Social Studies/Humanities  
Global Issues/Global Citizenship  
Middle School  
Service Learning  
S.T.E.M (Science, Technology, Engineering, Math)  
General Education Topic

<http://earcos.org/strands.php>

## East Asia Regional Council of Schools (EARCOS)

Brentville Subdivision, Barangay Mamplasan.  
Biñan, Laguna, 4024, Philippines  
www.earcos.org