



# **TEACHER REPRESENTATIVE HANDBOOK OF GUIDELINES**

**SY 2023-2024**

Revised: August 15, 2023

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# Welcome from the Executive Director

Dear EARCOS Teacher Representatives,

I do hope your school year has begun smoothly and happily. It is always a very special time of year as we are able to press the re-set button and begin anew. May the school year ahead offer you, your colleagues and your students rich opportunities to learn together. I am looking forward to seeing you in person this coming **March 21-23** in **Bangkok** at **ETC 2024!** I am so deeply appreciative of the time you take from an already over-busy life to support EARCOS events throughout the year.

Within this revised Handbook you will find the guidelines and proposal forms for teacher-presented workshops for the ETC in March of 2024. It is never too early to start planning, so please encourage those members of your faculty who may be interested in presenting a workshop to visit the EARCOS website, complete the forms and to submit them to you. As you know, we now have a recommended maximum number of teacher workshops that can be accepted from any one school.

- **Large Schools** (*more than 1,000 students*) may have up to three workshop proposals accepted.
- **Medium Schools** (*with 401 to 1,000 students*) may have up to two workshop proposals accepted.
- **Small schools** (*under 400 students*) may have one workshop proposal accepted.

Your school may submit more proposals than stated in the guidelines, but they must be rank ordered when you submit them to EARCOS for final review. The online Workshop Application form includes a place for ranking. Completed proposal forms should be returned to the EARCOS office no later than **November 1, 2023**. Proposals received after that date will be placed on the wait list. It is our goal to let you know which workshops have been accepted for the conference by **November 30, 2023**.

Please note that it is the responsibility of each school's teacher representative to ensure that the Workshop Proposal Form is completed in full and that a photograph and brief bio (maximum of 40 words) is included with the application. Furthermore, if your school submits multiple proposals, please be absolutely certain to rank order them on the form. You have our assurance that those rankings will be held in the strictest of confidence.



Also included in the handbook you will find an evaluation worksheet designed to assist you as you evaluate and prioritize each workshop proposal submitted to you. Please remember to prioritize those proposals that align with the core subject strands for the **2024 ETC Conference: Science, Technology, Engineering, Math, Social Studies, Service Learning, Global Issues and Citizenship, Middle School** and **General Education Topics**.

We are very pleased to be able to provide such a dynamic forum for educators in this region 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 just as other teachers who plan to attend. Please note: Conference and hotel registration forms will be available via the EARCOS webpage in October.

Also enclosed in this handbook is a suggested calendar for Teacher Representative activities from the start of the school year through June, and a revised list of Teacher Representative responsibilities during the actual conference. It is, as you will know, generally expected that each school's Teacher Representative will attend the conference, as part of your school's membership responsibilities. The coordination of ETC 2024 would be an impossible task without your assistance. As a small token of our appreciation for all you do to support our many professional activities each year, please remember to attend the special reception for Teacher Representatives on **Wednesday, March 20** at **6:00 pm**.

After carefully reviewing the following guidelines and forms, please contact **Maica Cruz** ([mcruz@earcos.org](mailto:mcruz@earcos.org)), our newest staff member, who will now oversee communications with you on all matters related to the EARCOS Teachers' Conference and our webinar series.

Thank you, again, for serving as our vital link for the conference, webinars, Weekend Workshops and all other matters related to Professional Development across this wonderful community of international educators. I look forward to seeing you in Bangkok in March and wish you and your schools every happiness as you begin the 2023-2024 school year.

Sincerely,



Edward E. Greene, Ph.D.  
Executive Director

Cc: Head of School Curriculum Coordinator



# Important Dates to Remember

It is crucial that you keep your colleagues updated on all activities and information from the EARCOS office regarding professional development opportunities and the teachers' conference. Teacher Representatives serve as a liaison between EARCOS and the teachers and staff of our member schools.

The webpage dedicated to the March 2024 ETC conference will be available on our website, [www.earcos.org](http://www.earcos.org), beginning October 2023. An announcement will be made once it is live. Please visit the page and share the link with your colleagues once it is available. The information therein supersedes all previous conference-related details.

 **ETC 2024: MARCH 21-23, 2024 | SHANGRI-LA BANGKOK**

 **ETC 2024 PRE-CON: MARCH 20, 2024 | SHANGRI-LA BANGKOK**

<b>August 2023</b>	EARCOS will send out the updated Teacher Representative Handbook of Guidelines no later than <b>August 15, 2023</b> .
<b>October 2023</b>	Detailed information about the ETC will be sent out no later than <b>October 31, 2023</b> .
<b>November 2023</b>	Teacher Representatives should distribute and discuss the Guidelines for Workshop Presenters sheet with potential teacher workshop presenters and assist in completing Teacher Workshop Proposal forms. These must be submitted to EARCOS by the <b>November 1, 2023</b> deadline.  Teacher representatives will be informed of the acceptance decisions by the week of November 30, 2023. You will need to inform your colleagues who have submitted proposals of the decision once you receive it.
<b>January 2024</b>	Teachers whose proposals have been accepted will need to send their presentation handouts (as PDF, Word, or Google Docs) to the EARCOS office by <b>January 31, 2024</b> .

It is the school's responsibility to make flight or transportation arrangements. Schools who wish for their delegates to stay at the conference hotel and avail of the special EARCOS conference rate must register directly with Shangri-La Bangkok using the booking link that will be provided. The hotel reaches capacity rather quickly, so we encourage you to complete your booking no later than the first week of January so as to avoid room unavailability.

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

## March 2024

All Teacher Representatives are expected to attend the ETC 2024 in Shangri-La Bangkok.

TRs are also expected to attend the pre-conference Teacher Representative meeting on **Wednesday, March 20, 2024** - the day before the start of the conference proper.

If you are unable to attend the meeting and/or the conference, please nominate a replacement or substitute TR for your school and inform our office immediately. It is your responsibility to brief your replacement on their responsibilities as substitute TR.

## April 2024

If your term ends at the end of the school year, we recommend preparing an orientation packet for your successor if you are unable to turn over the position in person. Please remember to submit the name, teaching position, and email address of the new Teacher Rep to the EARCOS office on or before **April 10, 2024**.

If you have any questions, please contact:



**Maica Cruz**

Events Coordinator

East Asia Regional Council of Schools

[www.earcos.org](http://www.earcos.org) | PHT/HKT (UTC+08:00)

# Teacher Representatives' General Responsibilities

## SELECTING A TEACHER REPRESENTATIVE (TR) FROM YOUR SCHOOL

It is the prerogative of each school to decide how to choose their Teacher Representative. In some schools, the TR is selected by the Head of School, while in others they are volunteers.

Although the EARCOS office communicates with only one TR from each school, some of the larger schools may require an additional, secondary TR 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 is able to attend the ETC in March.

## COMMUNICATION

It is crucial that TRs disseminate the information they receive from the EARCOS Office to their colleagues promptly upon receipt as many of our notices and announcements, especially about conferences and workshops, are time sensitive. If there are any concerns regarding the announcement or information from the EARCOS Office, the TR must bring this to our attention immediately.

TRs should also be mindful that many of their new colleagues may be new to the EARCOS community and are unfamiliar with the opportunities available to them. We recommend that TRs take the time to give a brief introduction at new faculty orientation and send out an email to their colleagues, both new and old, at the start of the school year about the ELC, webinar series, and other benefits available to them as a member of an EARCOS school.

## TEACHER WORKSHOPS

The TR will assist the principal or head of school in reviewing and evaluating teacher workshop proposals before submission to the EARCOS office. TRs will also assist the proposer in arranging school-based workshop trials, review and analyze the feedback of these trials, and subsequently rank and select the trialed workshop proposals for submission. (See pages 10, 11)

Download the Teacher Workshop Proposal form using the link on page 10 of the Handbook. This form is what your colleagues will use to submit their proposals to you for review and approval. This document should not be submitted to EARCOS.

Only proposals which have been vetted, approved, and ranked should be submitted to our office via the online proposal submission form, the link to which will be sent directly to you by Maica Cruz.

Please ensure that all final proposals for submission include the Head of School's and TR's signatures.



## **EARCOS TEACHERS' CONFERENCE (ETC)**

The school should cover the costs of the airfare/transportation, airport transfer, hotel accommodation, and provide a per diem. These will not be shouldered by EARCOS.

TRs are expected to be checked in and settled at the conference site by early afternoon of the day prior to the conference proper in order to attend the TR meeting at 5:00 PM and assist with the conference set up. Attendance is crucial as TRs will be briefed on their conference responsibilities. If your arrival is delayed, please inform the Conference Coordinator, Maica Cruz, as soon as possible.

It is advisable for TRs to remind their school colleagues to download the handouts of the workshops they will be attending before coming to the conference.

TRs also serve as a resource for the EARCOS team and the ETC Advisory Committee. You are highly encouraged to recommend potential speakers for the next conference. TRs may also be asked to provide information about the school you are representing and the country where you are based within the context of the possibility of hosting a future conference.

TRs are expected to bring a gift from their country or US\$ 75 to contribute to the annual charity raffle to benefit a designated charity. In addition, Advisory Committee members are asked to bring an additional gift for the charity raffle.



# Conference Responsibilities

All Teacher Representatives are required to attend the pre-conference meeting and reception on March 20, 2023, at 5:00 PM to be briefed on their conference assignments.

TRs must check in with the EARCOS secretariat desk each morning to receive the day's announcements and updates (such as venue or schedule changes). This is particularly important as TRs serve as a liaison between the conference organizers and the delegates from their school. Remember to check the Whova app and announcement boards periodically throughout the day for additional updates and announcements and relay these to your colleagues.

Please note that TRs may be asked to act as an assistant to one of the keynote speakers or workshop presenters. Responsibilities may include tasks such as welcoming them upon arrival at the hotel and assisting in the checking-in process, assuring that the conference room set up and audio-visual equipment meet the needs of the speaker, introducing them before the session, distributing handouts if any, and presenting the speaker with a 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.

You may also need to support your school colleague if they have been chosen to present a teacher workshop.

## ADDITIONAL REMINDERS

- **Room Set-Up:** If the presenter changes the room's configuration, make sure it is returned to the original set-up for the next scheduled workshop.
- **Handouts:** Assist in the distribution of the handouts and ensure that no copies are left in the room after the session.
- **Audio-visual Equipment & Presentation Supplies:** Check that the requested supplies and equipment is complete and is in working order. Inform the EARCOS desk immediately if the equipment is incomplete or faulty.

# Teacher Workshop Proposal Process (For Applicants)

Thank you for your interest in presenting at the upcoming EARCOS Teacher Conference. Please discuss your intentions to submit a proposal with your EARCOS Teacher Representative well in advance of the November 1, 2023 deadline, as all proposals require field-testing and the approval of your Head of School prior to submission.

Share your topic and the overview of your presentation with your Teacher Representative as they will guide you through the application process. It is also advisable to discuss your workshop with an experienced ELC presenter in your school if there are any.

## GUIDELINES

- Workshop sessions will be one hour in length. Presenters are expected to start and end on time.
- Remember to provide appropriate and professional resources, clearly explain your goals and tailor learning events to: maximize processing, allow practice, allow application, provide time for reflection.
- Participants need time to reflect on their new learning. 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 the participants. Review the learning goals that your participants have shared.

## SUBMITTING YOUR PROPOSAL

- Submit your proposal using the Teacher Workshop Proposal Form (Word document) to your Teacher Representative well in advance of the November 1, 2023 deadline. By submitting your proposal, you are committing to attend the conference should your proposal be accepted.
- All workshops must be field-tested at your school, evaluated, and approved by your Teacher Representative and Head of School prior to submission to EARCOS. Please be sure to indicate the appropriate grade level(s) and target audience, and provide an appropriately descriptive title and a brief (50-word) blurb.

- Please make arrangements with a school colleague to act as your assistant or aide during your presentation. Their name should be indicated on the Workshop Proposal Form. Their responsibilities will be to check the room set up, distribute any handouts, act as a runner or troubleshooter if anything goes wrong, etc.
- Presenters must bring their own laptops. Audio-visual equipment and basic supplies, such as markers, post-its, and chart paper, will be available upon request. These requests must be indicated on the Teacher Workshop Proposal Form, which should be submitted by your Teacher Representative online no later than November 1, 2023. Any specialized equipment or supplies must be provided by the presenter. Requests for supplies or equipment received after the 1st of November may not be approved. If you have no requirements, please write 'NONE' on the workshop proposal form.
- If your proposal is chosen by your Head of School and Teacher Representative, it will then be transferred to the Online Workshop Application form by the Teacher Representative. Applicants should not be submitting their proposals to EARCOS directly.
- Printing services is not be available at the venue. Presenters should hand-carry 40-50 copies of their handouts (if applicable) to the conference. Alternatively, you may also upload these onto your own drive and share the link with the attendees. Please remember to also share the link with EARCOS so that it can be included on the Whova app for easy access.
- Please note that EARCOS is only able to accept a limited number of Teacher Workshops each year.

# Sample Teacher Workshop Proposal Form

- Please note that this is just a sample form available for download at the link: <https://earcos.org/forms/trmaterials/TWPPForm2023-2024.pdf>
- This form is used by applicants to submit their proposals for consideration to their Teacher Representative and Head of School (or designated administrator). This form should not be submitted to EARCOS. Final proposals selected by the TR and Head should be submitted to EARCOS via the online form.
- **Submit this form to your school's Teacher Representative**

**Last Name:** \_\_\_\_\_ **First Name:** \_\_\_\_\_

**Co-Presenter Full Name:** (if applicable) \_\_\_\_\_

**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.*

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

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**Audio-visual equipment and/or supplies:** Presenters must bring their own laptops. Audio-visual equipment and basic supplies, such as markers, post-its, and chart paper, will be available upon request.

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**Name of assistant (must be provided by workshop presenters):**

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# Teacher Workshop Evaluation Sheet

(For EARCOS TR Use Only - Not to be submitted to EARCOS)

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.

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

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



# 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). The ranking of proposals is found on the online submission form, the link to which you will receive from the EARCOS Office. If you have not received the link to the online submission form, please contact Maica Cruz at [mcruz@earcos.org](mailto:mcruz@earcos.org)

## INVITED EARCOS DISTINGUISHED PRACTITIONER (EDP)

Occasionally, the EARCOS Executive Director will invite educators from the region to deliver workshops at the annual EARCOS Teachers' Conference. This invitation is independent of the Teacher Workshop Proposal process. A maximum of three EDPs may be 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 3-Year Schedule

## ETC 2024: SHANGRI-LA BANGKOK | THAILAND

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

## ETC 2025: INTERNATIONAL SCHOOL KULALA LUMPUR | MALAYSIA

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

## ETC 2026: TBA

- Literacy / Reading
- Early Childhood
- Special Needs
- Modern Languages
- Media Technology/Libraries
- Counselors
- ESL
- Technology
- Children's Authors
- Child Protection
- General Education