



Ottawa Region MISA Professional Network Centre

ANNUAL SYMPOSIUM 2014

Learning Together: Collaborative Inquiry for Student Success

HOW DO WE KNOW WE ARE CLOSING THE GAP? PUTTING THE EVIDENCE INTO ACTION

Ambassador Hotel, Kingston, Ontario

Date: May 21 -Evening Display Presentation and Dinner 5-9pm

May 22 - Full Day session – 9am – 3pm

Guidelines for 2014 Teacher Collaborative Inquiry Displays

Process

1. Part of the successful completion of your Teacher Collaborative Inquiries will be an opportunity to share your learning at the ANNUAL SYMPOSIUM 2014 – LEARNING TOGETHER: COLLABORATIVE INQUIRY FOR STUDENT SUCCESS. This form will provide you with guidelines on how to share your experiences.
2. Registration Forms will be sent out in April 2014

Guidelines

1. Your display should emphasize the key findings in these two areas:
 - How your practice changed as a result of participating in the inquiry (i.e., reflecting on the teaching learning cycle),
 - How teacher collaboration supported the inquiry.
2. The display can be a poster presentation, a powerpoint, a graphic display and/or model or other methods of presenting your work.
3. Whichever format the display takes, it should include information that shows:
 - Your inquiry questions or “wonderings”,
 - How you approached your inquiry, collected data; captured what was happening in the classroom
 - Evidence of what you observed and experienced (e.g., field notes, student artifacts, data collected, digital displays, reflective journals and any products that were produced) and how you used/planned to use the evidence
 - What you continue to wonder about and how you intend to share your insights with others.
3. Participants will supply all materials, devices, display boards, extension cords, etc. and arrive with any hand-out materials pre-printed. There will be approximately **80** participants at the session.

4. **Assigned tables will be provided to display your materials. Your presentation should be set-up prior to 6:00 pm.**
5. The display presentation is scheduled for the Day 1 evening session. Time to be confirmed.
6. Wi-Fi is available in the presentation room. Access to power outlets is limited.
7. The displays will be available for viewing throughout the Symposium. Hotel staff will begin disassembling this room immediately following our last session. Please remember to remove your materials prior to your departure.

Here are some design and layout tips for your presentation:

1. Your display must fit on a 4 x 8 table. If you are creating a poster display, a standard 36 x 48 standard tri-fold display board is recommended. Note there will be limited or no wall space behind the display area on which to tape items.
2. The name of your presentation, author(s), and board must show clearly on your display.
3. Think of ways to help attendees view your display: numbers, using arrows as guides, or other visual cues.
4. Text and photos should be readable from 5 feet away.
5. Use graphs rather than tables to present numerical data. Visuals should be simple and bold.
6. Organize your display into sections including:
 - The inquiry question,
 - the participants and board/schools,
 - a brief introduction to the inquiry,
 - describe the method or approach to your inquiry,
 - what you discovered, including relevant or interesting readings that informed your inquiry
 - how are you or will you put your evidence into action?

See the template on the next page for sample headings that you might want to include in your display.

If you are producing a poster for your display, the following is a sample template:

Poster Template TITLE Name(s), School, Board		
Inquiry/ Wonderings	Actions	Reflections
	Observations	What Was Learned
	Student Generated Evidence	Relevant Readings
Approach To the Inquiry		Putting The Evidence Into Action