

SCRATCH *ed*



MEETUPS



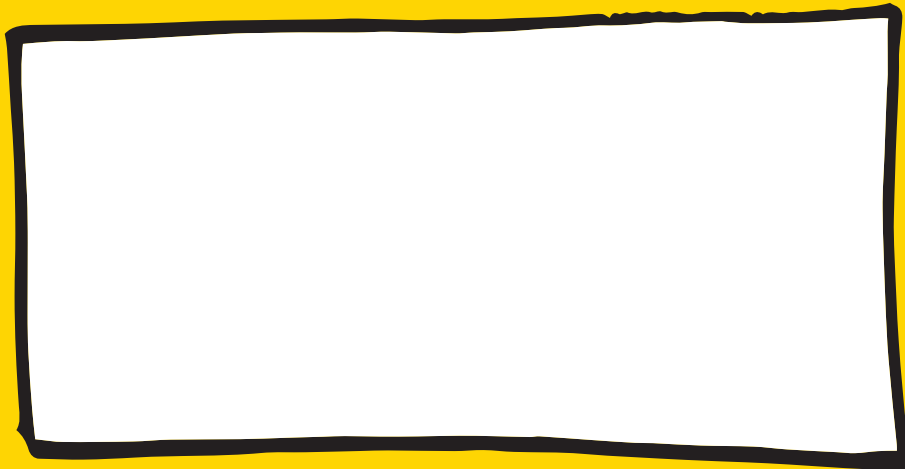
this guide belongs to



(name)

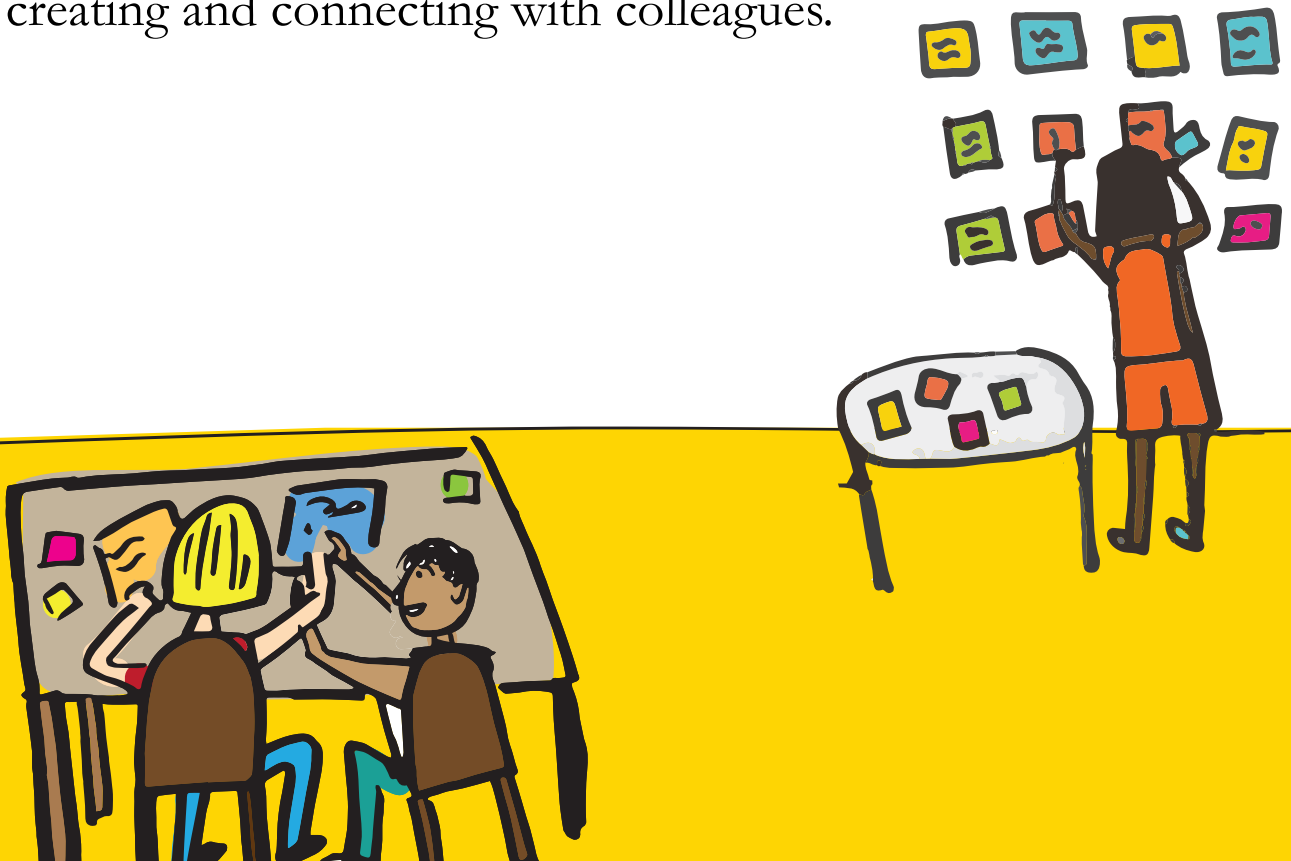


(learning in three words)



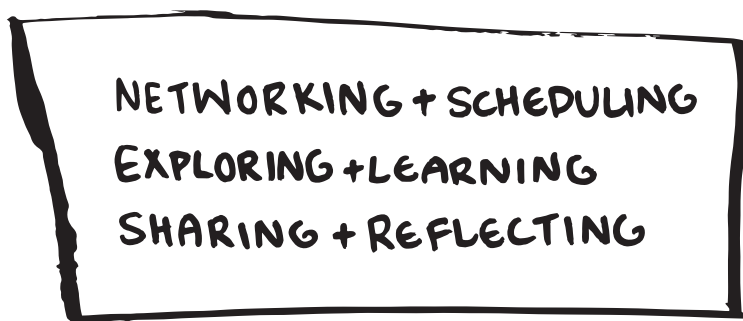
(me in my ideal learning environment)

**For several years,** we hosted introductory workshops for educators interested in working with the Scratch programming environment—from elementary school to high school, across curricular areas and settings. To our surprise, some educators became regular attendees. They weren't returning because they wanted to revisit the fundamentals of Scratch, but because they enjoyed the learning culture, which encouraged learning through creating and connecting with colleagues.



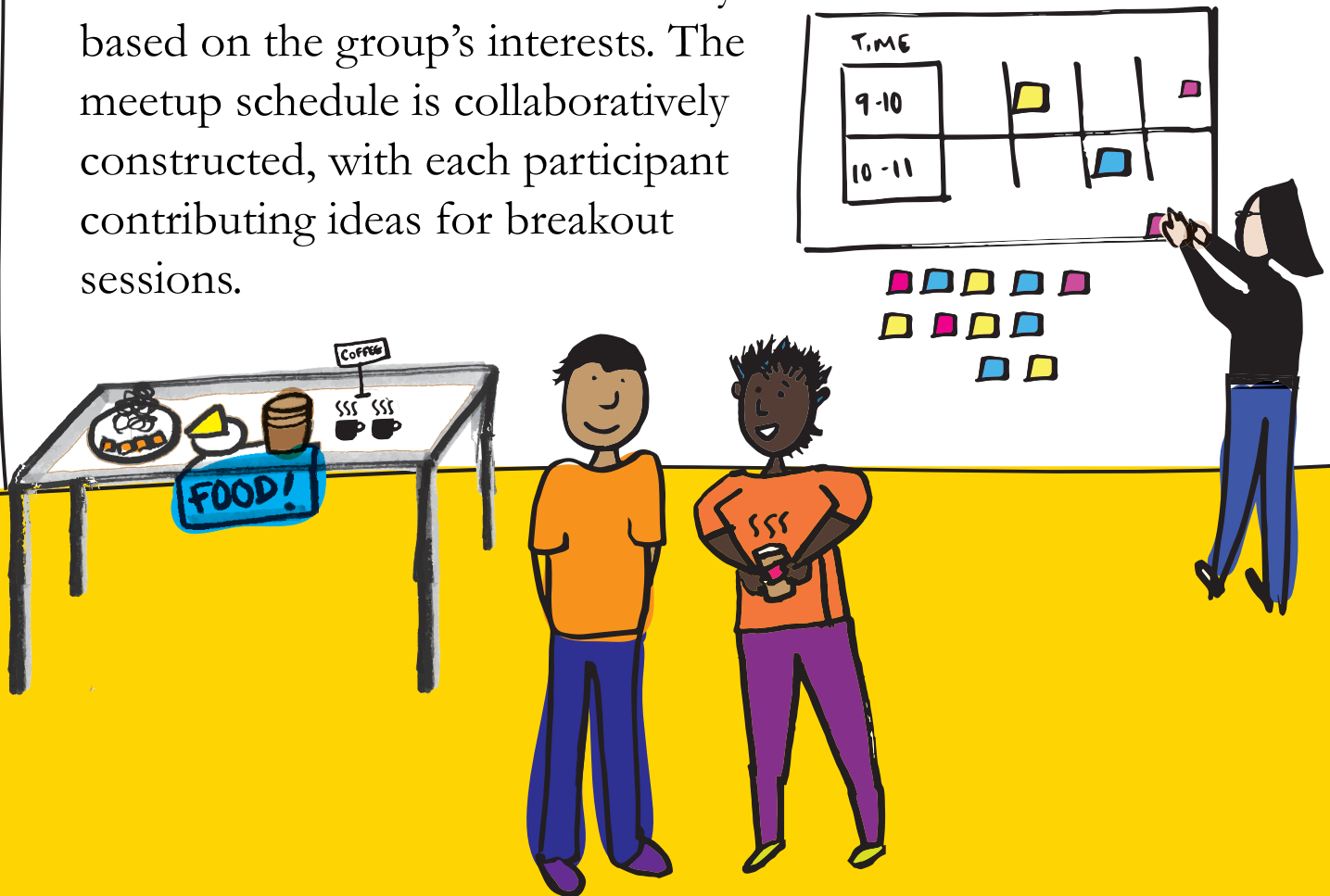
This inspired us to experiment with educator “meetups”, playful and collaborative learning experiences that are co-designed and co-facilitated by participants. We offer some minimal structure, which participants can customize, based on their needs and interests.

There are many ways to organize ScratchEd meetups, but our meetups are hosted once a month, are three hours long, and are organized into three parts:



## In Networking & Scheduling,

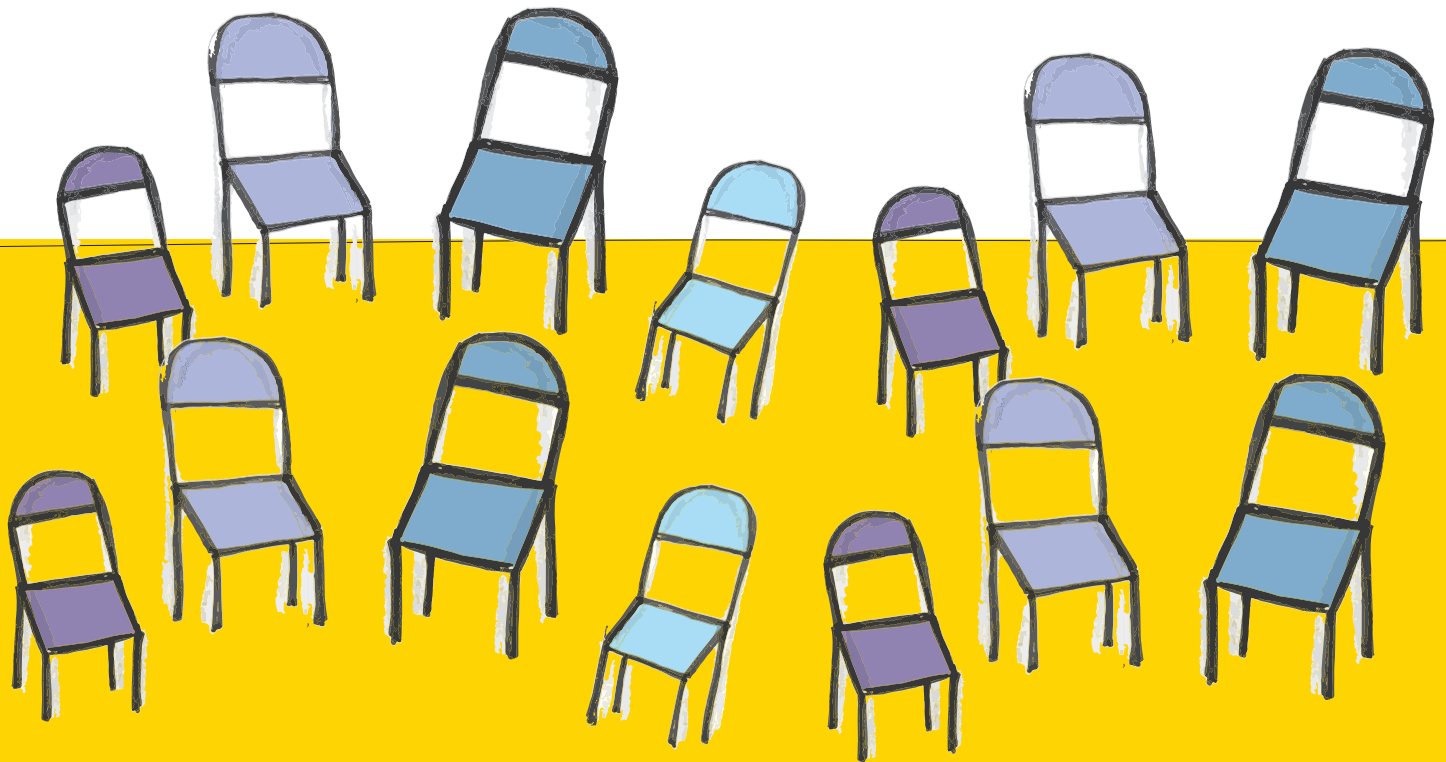
we set the tone of the event, creating opportunities for people to connect with each other and to make a more detailed schedule for the day based on the group's interests. The meetup schedule is collaboratively constructed, with each participant contributing ideas for breakout sessions.



**In Exploring & Learning**, which is the heart of the meetup, the larger group breaks out into smaller groups to explore ideas more deeply. Breakout sessions might focus on a particular age group (e.g., Scratch with third graders) or curricular area (e.g., Scratch in English language arts classrooms), on pedagogical practices (e.g., how to best support sharing in the high school classroom), or on technical features (e.g., exploring the custom blocks feature of Scratch).

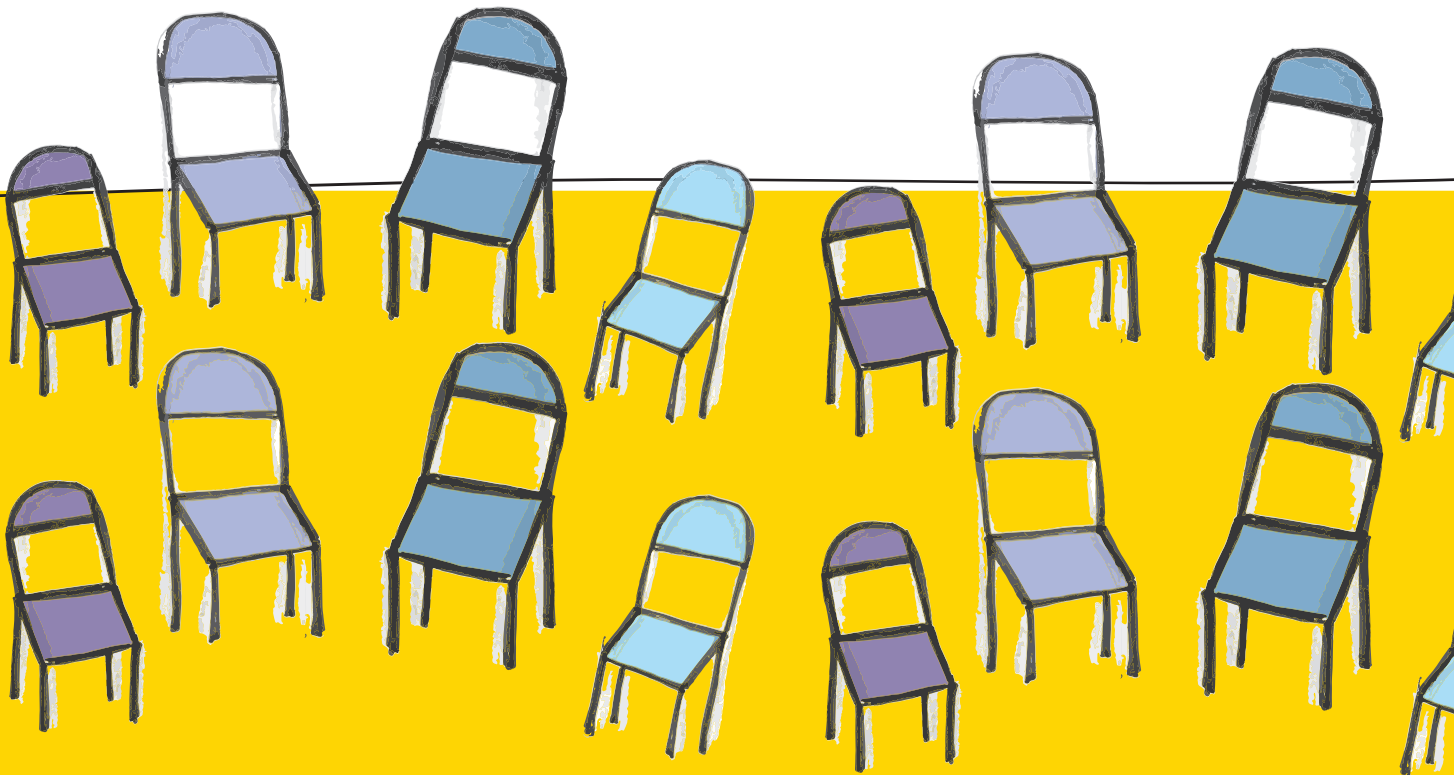
Participants are encouraged to follow their interests, joining sessions that will be most useful to their learning. The sessions are intended to be collaborative and playful. Rather than one person lecturing, everyone is invited to contribute and engage.

**In Sharing & Reflecting**, the whole group reassembles to share experiences from the breakout groups and from participants' teaching practices. It is a time for discussing future plans, opportunities, and activities, as well as reflecting on the day's meetup experiences.



**Hundreds of educators** have participated in monthly ScratchEd meetups hosted in Boston since 2010. As word of the meetup experience spread, educators from around the world contacted us about starting local meetups.

In response, our team at the Harvard Graduate School of Education has created resources to help people host their own meetups and join the ScratchEd Meetups Network.



**We created this step-by-step guide** to help you host a meetup. Strategies that worked for us might not be ideal for your context, so we encourage you to remix and reimagine our advice in whatever way works best for you.

**The guide is organized into 16 steps**, which explain our activities before, during, and after the meetup. For each step, we offer an overview of the step, a detailed explanation of the step, and examples of the step in action. Space is included for your own reflection and planning. This is your space to sketch out ideas, scribble questions, and brainstorm with your collaborators—there's no wrong way to use this guide.

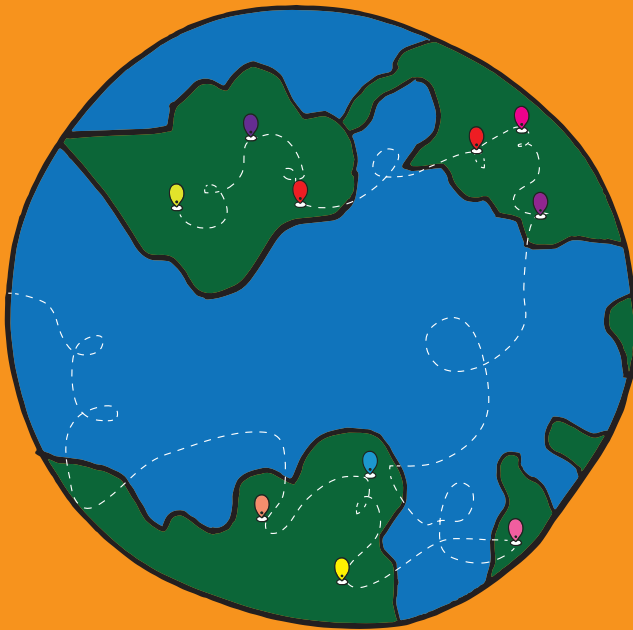
We can't wait to see how you adapt the meetup model and to support you as a part of the Meetups Network.

Learning, together!

# HOW TO HOST A MEETUP

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# Join the ScratchEd Meetups Network



In this section, we introduce resources that you can use to help launch and sustain a ScratchEd Meetup group in your area.

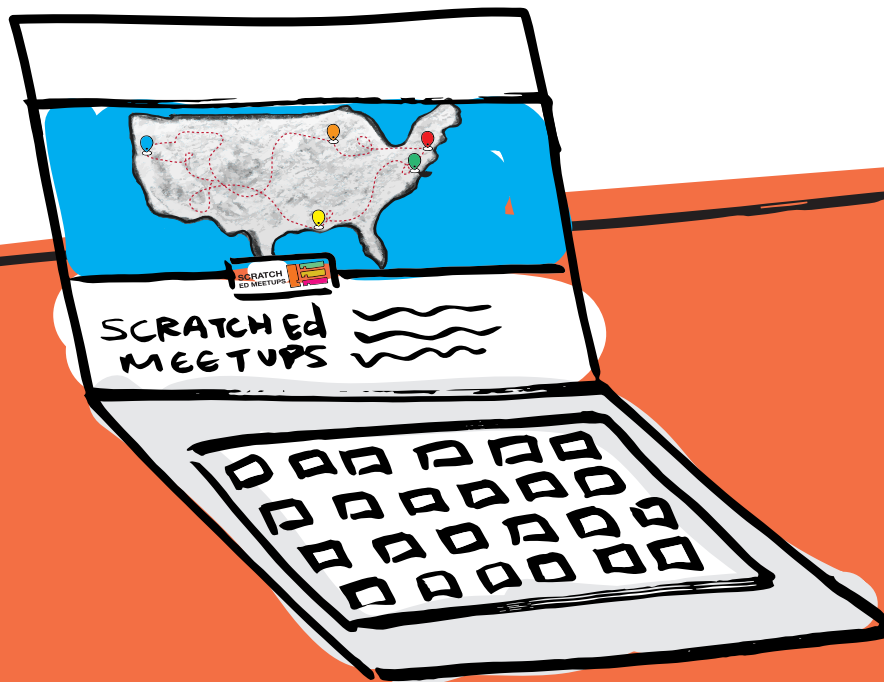
**Scratch is being used by educators all around the world.**

From kindergarten to college and beyond, across subject areas, educators of all backgrounds and experience are helping learners engage in creative computing with Scratch. Our goal is to make it easier for teachers to connect, share, and learn from each other—and to help teachers who are new to Scratch join the fun.

**The ScratchEd Meetups Network** is one part of this support. Online structure, provided through Meetup.com, can be used to build a local community of Scratch educators and to announce upcoming meetups. Organizers are also encouraged to connect with the ScratchEd Team at the Harvard Graduate School of Education for startup assistance or ongoing support.

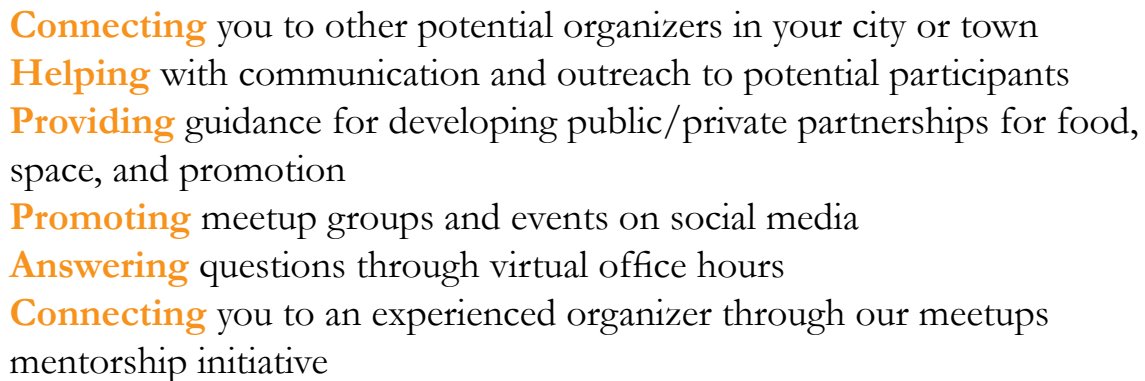
## 1. Get to know the meetups resources

We recommend browsing this guide to get a sense of what meetups are and how to host one. If you're interested in learning more, our team at Harvard maintains the ScratchEd Meetups site (<http://meetups.gse.harvard.edu>), which offers a variety of planning tools and resources. You can download resources mentioned in this guide, such as signage for events, templates for funding requests, and detailed and customizable planning documents to help you before, during, and after your meetups. You can also find stories, photos, and videos that document meetups from around the world.



## 2. Connect with the Harvard ScratchEd Team

Thinking about hosting a meetup in your part of the world? We encourage you to contact us through the ScratchEd Meetups site or via email at [scratched@gse.harvard.edu](mailto:scratched@gse.harvard.edu). We're excited to help you get started. Some of the ways that we might be able to help include:



- Connecting** you to other potential organizers in your city or town
- Helping** with communication and outreach to potential participants
- Providing** guidance for developing public/private partnerships for food, space, and promotion
- Promoting** meetup groups and events on social media
- Answering** questions through virtual office hours
- Connecting** you to an experienced organizer through our meetups mentorship initiative

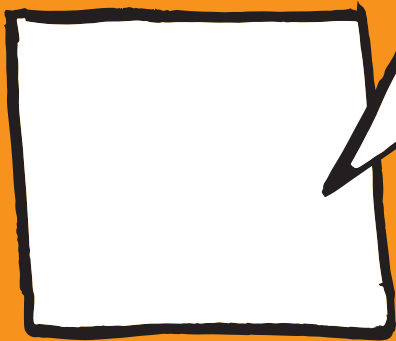
## 3. Request your meetup group

If you're excited about starting a meetup group, the final step is to join the ScratchEd Meetups Network by requesting a group. Let us know via email that you want to start a group; we'll schedule a time to chat about the details and set up your group on Meetup.com. Once your meetup group is created on Meetup.com, you will be well on your way to scheduling your first ScratchEd meetup!

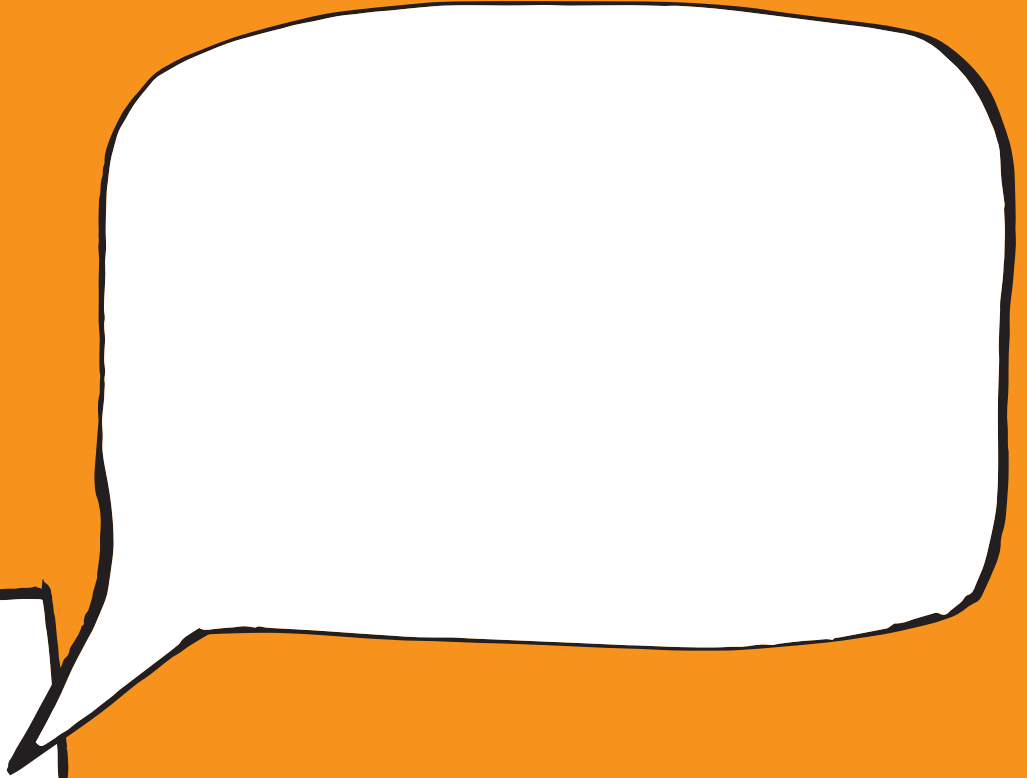
## People have many different reasons for hosting ScratchEd meetups.



# WHAT MOTIVATES YOU?



INSERT PHOTO/  
DRAW YOURSELF!



# Assemble the Team



You can host a meetup on your own, but working with others makes things easier—particularly on the day of the event. In this section, we describe the organizers’ roles and suggest ways of finding co-hosts for your meetup.

**For us, three has been an ideal number of co-organizers.** For example, one person might set up and manage the registration desk. One person might welcome participants and facilitate introductions. And one person might maintain a bird's eye view on the event, anticipating any challenges. You could involve more or fewer people, or divide responsibilities differently. In any case, before the event, leave time to coordinate with your co-organizers to discuss roles and responsibilities.

**ScratchEd meetups rely on the energy and generosity of volunteers** to organize, coordinate, and facilitate each event. If you need help finding co-organizers, you can email us at [scratched@gse.harvard.edu](mailto:scratched@gse.harvard.edu), find potential collaborators in your area by searching for your city on the ScratchEd online community (<http://scratched.gse.harvard.edu>), or recruit collaborators during your first event.

Who is—or might be—involved?

Who will do what?

NAME  
GOES  
HERE!



Coordinate  
the venue



Secure  
funding



Coordinate  
catering



Promote  
the meetup



Set up  
the space



Manage  
registration



Document  
the meetup



Facilitate  
networking



Build the  
schedule



Prepare participants  
for breakout sessions



Share  
announcements



Facilitate  
reflections



Clean up  
the space

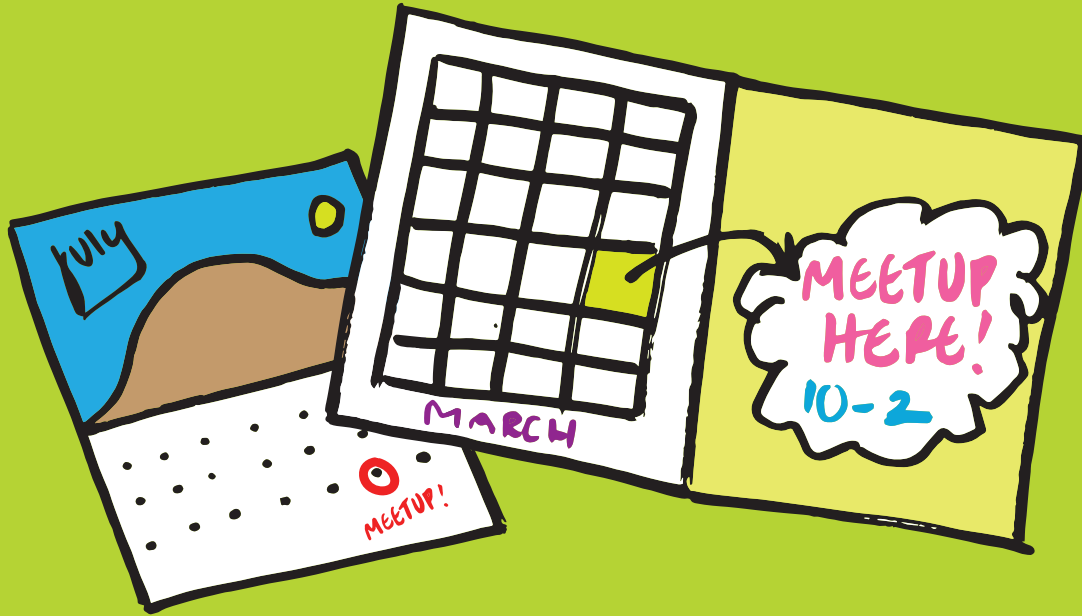


Share event  
documentation



Communicate  
with participants

# Decide on a Format



Meetups come in different shapes and sizes. In this section, we outline some of the factors to consider when deciding how your meetup will work.

**In our conversations with teachers,** we have often heard concerns about the “one and done” approach—PD that isn’t supported and sustained over time. So it is important to us that meetups have the potential to be ongoing experiences, rather than isolated events.

Our meetups take place once a month from September through June, on Saturdays from 10am until 1pm. This format is helpful for its regularity (learning in a sustained manner, over time), timeliness (learning during the school year, responsive to real-time classroom needs), and convenience (learning on the weekend, rather than competing with school-week demands).

**Choose a format that works best for your context.** We know of other groups that meet for an hour every week at a coffee shop, or every other month for four hours at a coworking space.

## What will your meetup be like?

Who will attend the event?	
How many people might participate?	
How frequently will you meet?	
What day of the week works best?	
What time would the event start at?	
How long would the event be?	

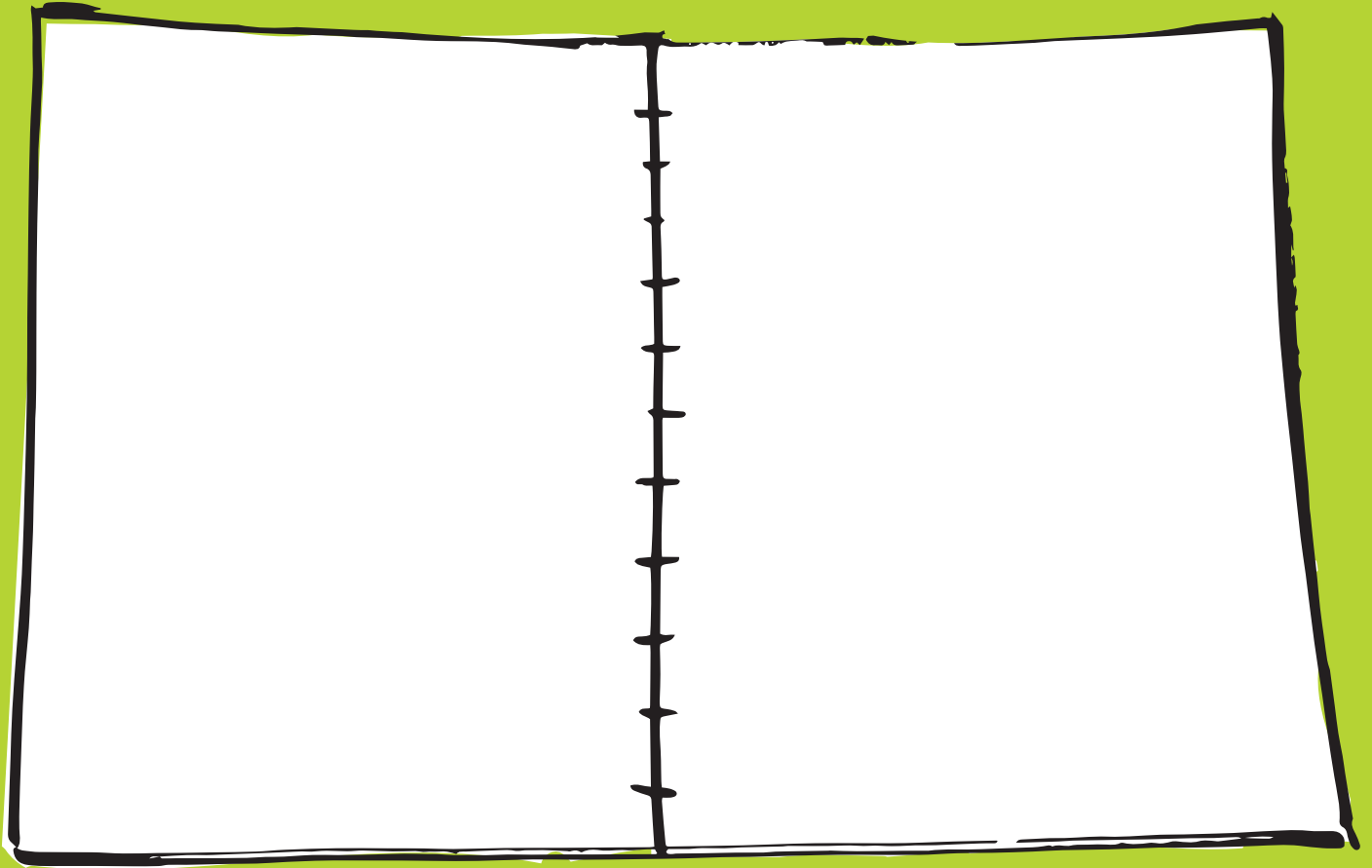
**Meetups are typically structured** to ensure that time is provided for networking and introductions, exploring and learning, and sharing and reflecting.

This is how we organize our time to include all of these elements:

### **SAMPLE MEETUP SCHEDULE**

- 10:00am – 10:15am** Networking (15 min)
- 10:15am – 10:30am** Welcome and Introductions (15 min)
- 10:30am – 10:50am** Schedule Building (20 min)
- 10:50am – 11:30am** Breakout Sessions I (40 min)
- 11:35am – 12:15pm** Breakout Sessions II (40 min)
- 12:15pm – 12:45pm** Sharing and Lunch (30 min)
- 12:45pm – 1:00pm** Closing Reflections (15 min)

**What might your schedule look like?**



N

WHAT DO YOU **NEED**  
TO KNOW?

Write your ideas  
on sticky notes and  
add them here.

W

WHAT DO YOU **WONDER**  
ABOUT THE PLAN?

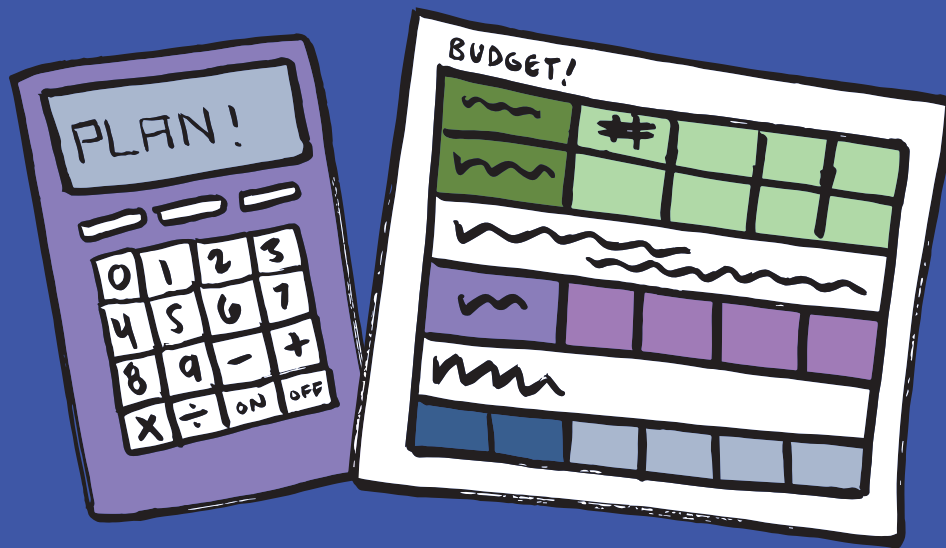
E

WHAT ARE YOU MOST  
**EXCITED** ABOUT?

S

WHAT ADDITIONAL **SUPPORT**  
DO YOU ANTICIPATE?

# Determine Funding Needs



We hope that meetups will always be free to participants. In this section, we describe potential meetup-related expenses and suggest potential sources of funding.

**Our meetup expenses have tended to fall into three broad categories:** (1) venue-related expenses, such as renting a space or paying for custodial services, (2) food and beverage expenses, such as providing lunch or snacks, and (3) materials expenses, such as name badges, sticky notes, swag for participants, or tools for participants to experiment with during the meetup.

**You may have fewer or greater expenses.** For example, you might encourage participants to bring their own food or to bring a snack to share with others. But you might have venue charges (e.g., renting a space, paying for parking or custodial services) that would increase costs.

**As you figure out what you might need or want for your meetup, you can develop a plan for how to support it.**

**Schools, universities, or organizations** might be able to offer space for the meetup.

**Restaurants** might be willing to donate food or beverages.

**Companies** might be willing to provide funding or in-kind donations of materials.

A sample sponsorship letter is available on the ScratchEd Meetups site (<http://meetups.gse.harvard.edu>).

If you need help with fundraising, please email us at [scratched@gse.harvard.edu](mailto:scratched@gse.harvard.edu).

# Venue



Who can you call upon to support your event planning?

# Food



# Materials

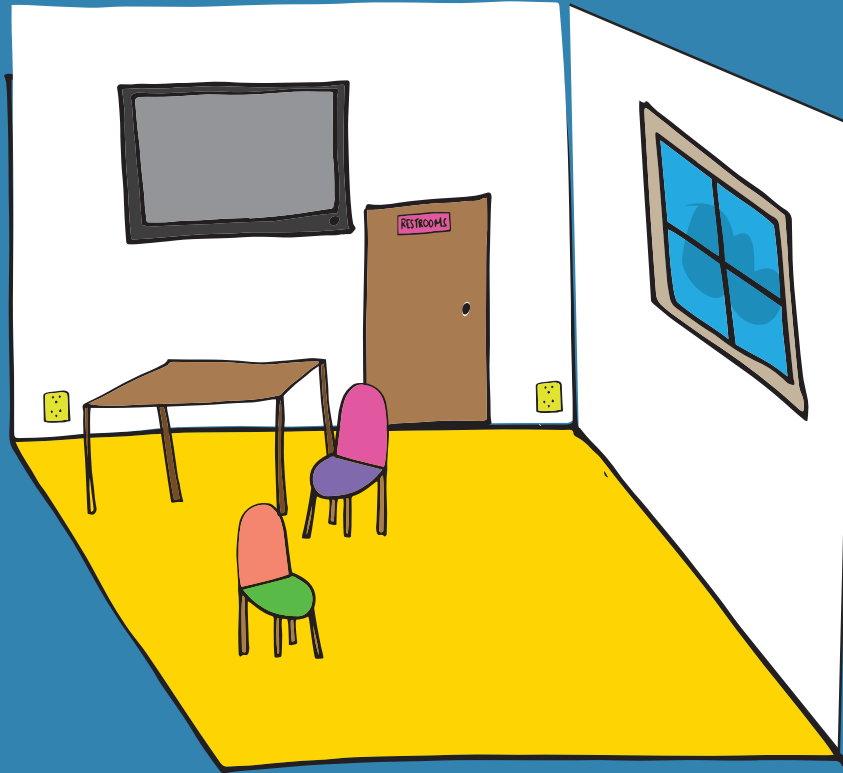


# SAMPLE MEETUP BUDGET

ITEMS	COST	SOURCE of SUPPORT
SHARPIES (x30) POST-ITS (x24)	\$19.00 \$12.00	Donated as Part of Meetup STARTER KIT
COFFEE (x30) DONUTS (x30) PIZZA (x6)	\$26.00 \$30.00 DONATED	Grant from non-profit
ROOM CUSTODIAL	N/A N/A	Donated by local school
# of Participants: 25 - 30	Total:	

ITEMS	COST	SOURCE OF SUPPORT
# of Participants:	Total:	

# Choose a Venue



ScratchEd meetups can be held in a variety of spaces. In this section, we share a few key qualities that can make a space especially appealing for hosting a meetup.

**For the first several years,** we hosted meetups at the MIT Media Lab. We were familiar with the space and it was quiet on weekends, offered access to parking, had good (and free) Wi-Fi connections, and had multiple meeting spaces that were perfect for breakout sessions.

**But there are many potentially great venues for a meetup,** such as a school, library, home, office, or gallery. Based on our experiences hosting monthly meetups in Boston and across the United States, we've compiled two checklists to help you evaluate a potential venue: venue essentials (elements we can't live without) and venue extras (elements that are nice to have, but not strictly necessary).

## Essentials

- ☐ Fully accessible space for all participants to gather
- ☐ Rooms or a larger area that can be divided into multiple spaces for larger (10-20 people) or smaller (4-8 people) breakout groups
- ☐ Electrical plugs, power strips, and extension cords
- ☐ Large display or projector
- ☐ Free Wi-Fi
- ☐ Restrooms

## Extras

- ☐ Accessible to public transit
- ☐ Free parking
- ☐ Furniture that can be easily reconfigured
- ☐ Extra tables for registration, food, and resources
- ☐ Access to extra computer hardware (e.g., laptops, iPads)
- ☐ Kitchen or food prep area
- ☐ Windows for natural light

VENUES:			
LARGE SPACE			
SMALLER SPACES			
POWER PLUGS/CORD			
DISPLAY / PROJECTOR			
FREE Wi-Fi			
RESTROOMS			
FULLY ACCESSIBLE			
FREE PARKING			
Modular FURNITURE			
EXTRA TABLES			
COMPUTER Hardware			
KITCHEN			
NATURAL LIGHT			
PUBLIC TRANSIT			

# Gather Supplies

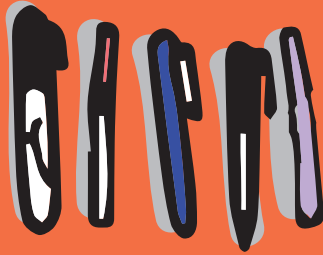


You don't need many supplies to host a meetup, but there are a few key items that make things easier. In this section, we list the supplies that we have found most helpful.

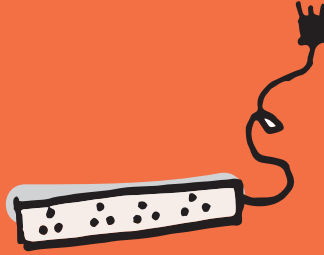
**After years of iterating,** we've developed a toolkit of favorite materials for hosting meetups. The kit includes supplies that help people get to know each other (like name badges and coffee cups), supplies that help build the schedule (like markers and sticky notes of various sizes), and supplies that help facilitate breakout sessions (like signs and extensions cords).



## What you'll need...



- pens, sharpies, markers, chalk, whiteboard markers



- extension cords / power strips



- multiple sizes and colors of sticky notes



- scissors



- tape



- signs



- name badges



☐ cups



☐ plates



☐ napkins



☐ utensils

What else will you bring?



# Publish the Meetup



Once you have the logistics worked out, you're ready to publish your meetup online as an event on your Meetup.com group page. In this section, we describe the process of publishing your meetup.

**By publishing your meetup event,** potential participants have one place where they can find out more about the meetup, register to attend, and interact with other members of the group. You can use the meetup event page to post announcements and participants can add comments to share any questions or ideas.



## **1. Check for scheduling conflicts**

Find out what other teacher-oriented events are happening in your area before finalizing your meetup date and time.

## **2. Secure the venue**

Make sure your venue is available, including time for setup and cleanup.

## **3. Schedule the meetup**

Schedule a meetup event on your Meetup.com group page. There are several ScratchEd meetup templates you can use and remix on Meetup.com.

The Help Center at <http://www.meetup.com/help/> can help you navigate Meetup.com and you are welcome to email questions to us at [scratched@gse.harvard.edu](mailto:scratched@gse.harvard.edu).

# BOSTON SCRATCHED MEETUP

GroupTools

Schedule a meetup

new

M.A.

OUT US...

ite friends



44

1

2



5

up IN

Welcome to the Boston Scratched  
Group!

+ Schedule a new meetup

UPCOMING   past   Calendar



There are no  
upcoming meetups  
you can schedule one!

Schedule a Meetup

Recent meetups

Joined

2 new  
members  
joined

2 new  
members  
joined

# Promote the Meetup



Meetups can be a handful of people or a large group. In this section, we break down the promotion process to help you reach a diverse collection of educators.

**Meetups are best enjoyed with a diverse group of educators.** Educators from schools, museums, and libraries. Kindergarten educators and college educators. Educators who teach computer science or visual arts or social studies. Educators with extensive Scratch experience and those who are just getting started.

**In our promotion efforts,** we've found it helpful to explain why an educator might want come to the event and what the event will be like. For example, based on feedback from previous meetup participants, most participants attend to network and socialize, learn more about Scratch, and discover classroom resources. Free registration, lunch, and parking make it appealing to attend as well, so we mention that too. Once your meetups get going, encourage regular attendees to bring a friend or co-worker to the event to support broader participation.

# How to get the word out about your meetup...



*A range of promotion resources are available on the ScratchEd Meetups site.*

## 1. Create a contacts list

Contacts to email and phone could include teachers, administrators, instructional technology specialists, parents, administrators, librarians, museum educators, after-school program coordinators, district-level professional development coordinators, and professional learning groups such as your local CSTA chapter.



## 2. Participate or promote?

Figure out which contacts could attend the meetup and which contacts are better suited to helping with promotion. Some contacts will be both.



### 3. Create promotion poster

To make it easy for your contacts to spread the word, create a promotion poster to attach to your emails. Post physical copies of your promotion poster at local schools, libraries, museums, and community centers.



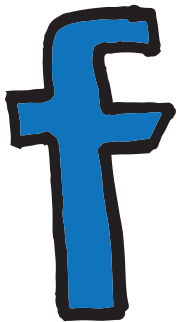
### 4. Draft and send

Draft invitation and promotion messages. Next, email the appropriate meetup message to everyone on your contacts spreadsheet, attaching your promotion poster as a PDF.



## 5. Tweet!

If you use Twitter, tweet about the event with the hashtags #ScratchEdMeetup #CITY, where #CITY is an abbreviated city name like #BOS or #NYC. Tweet at any contacts who you can find on Twitter, such as local school districts.

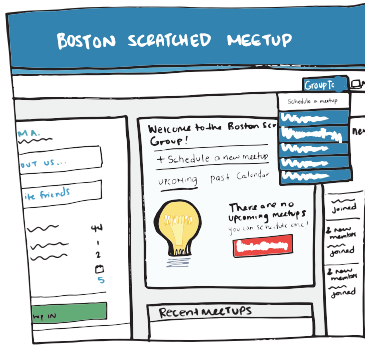


## 6. Post

Post the event to ScratchEd's Facebook page <https://www.facebook.com/ScratchEdTeam/> or email us and we will create a post.

You can also announce your event in the ScratchEd online community forums (<http://scratched.gse.harvard.edu/discussions>).

## 7. Send a reminder



Post a reminder on your Meetup.com event page one week before the meetup and another the day before the meetup. Include information about the meetup time and location, how to get to the venue (e.g., parking and public transit), and how to prepare (e.g., bringing a laptop).

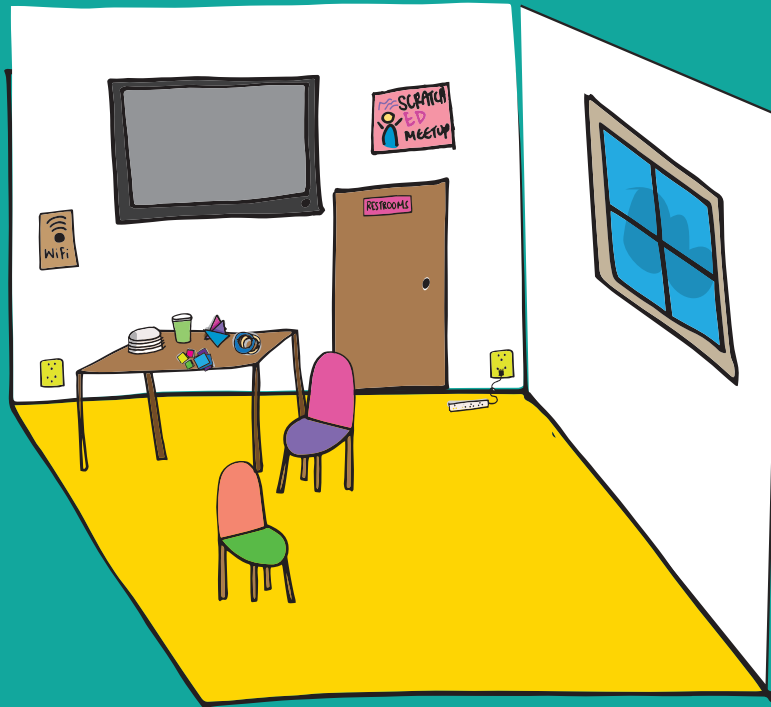
While it's good to plan for the number of participants who signed up via Meetup.com, you will probably have 20–30% attrition, as people don't always show up for events, even when they register.

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If you want help finding and reaching out to local people and organizations or if you need any help with these steps, email us at [scratched@gse.harvard.edu](mailto:scratched@gse.harvard.edu).

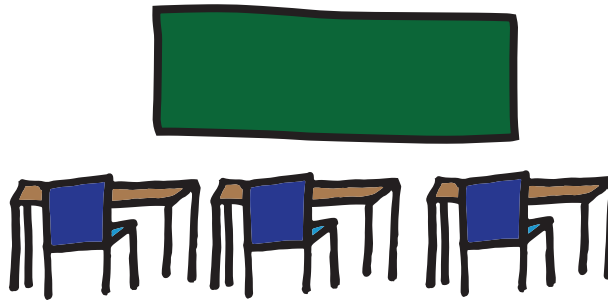
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# Prepare the Space

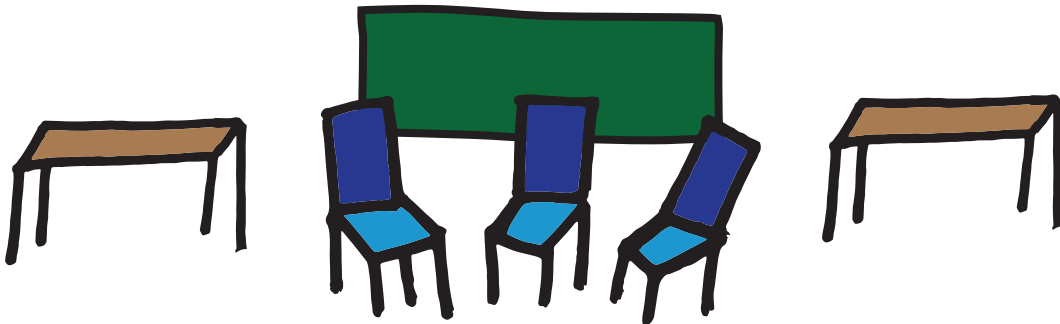


Preparing the space is all about making it easy for people to participate in the meetup. In this section, we describe how to get ready for participants on the day of the meetup.

**The way a physical space is set up** can communicate values and ideas about how to interact in the space. Consider walking into a room that has tables and chairs lined up in rows, all oriented in one direction. What does that communicate about what might happen in the space?



**Now consider walking into that same room,** with the same furniture, but configured in small pods. What does that communicate?



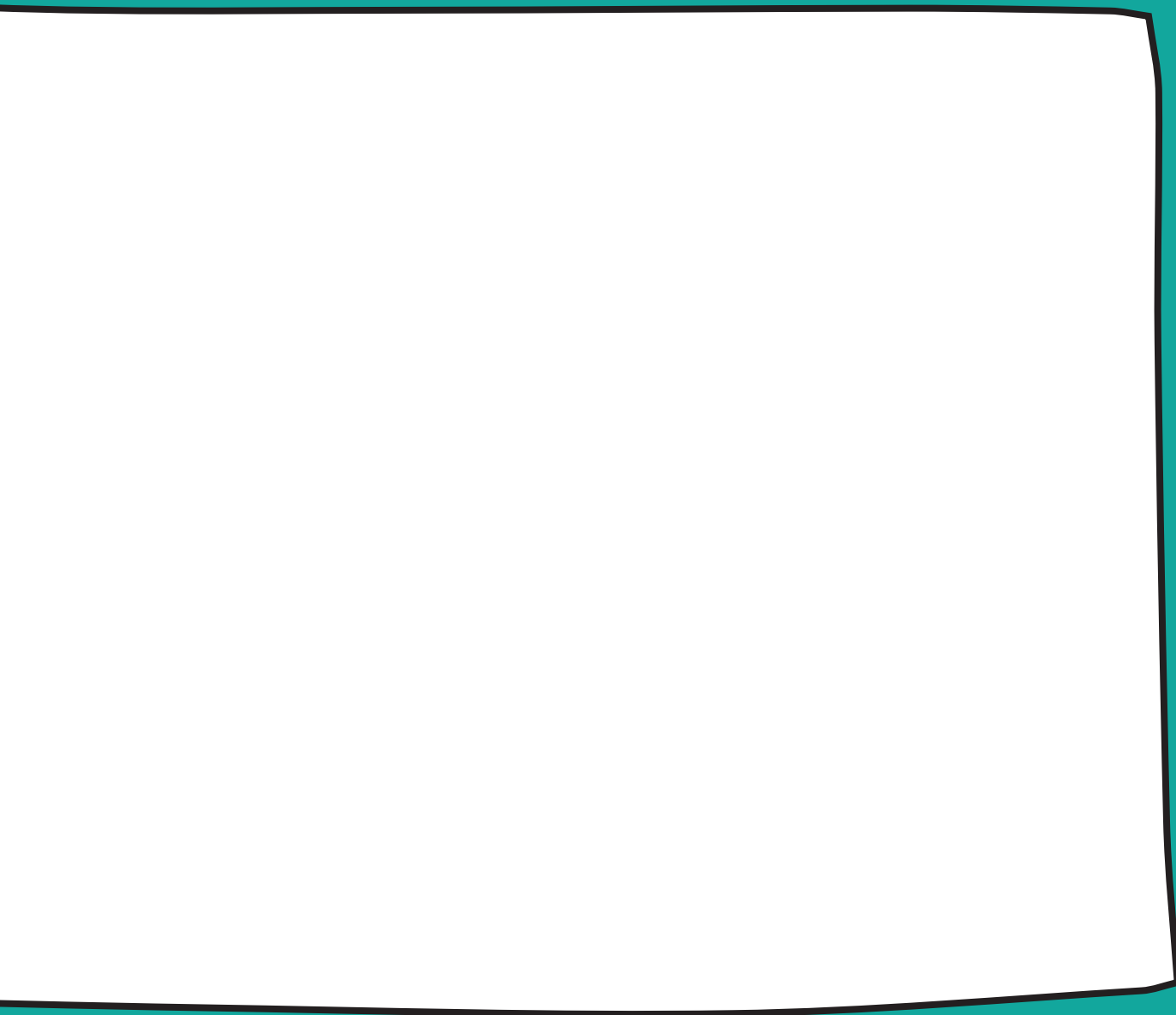
**When we set up a meetup venue,** we focus on creating an environment that is comfortable, easy to navigate and play in, and encourages interactions between participants. Here is the setup checklist that we use:

- ❑ Bring all supplies to the venue. If providing food, pick up food or call vendors to confirm catering delivery.
- ❑ Set up registration desk with an attendee list, name badges, pens, and any other materials for participants (e.g., icebreakers).
- ❑ Arrange areas for larger or smaller breakout sessions, with furniture placed to encourage collaboration and sharing.
- ❑ Post signs to help participants with way-finding and make sure front doors are unlocked.
- ❑ Write the agenda and breakout session grid (more on this in Build the Schedule) on a large surface or poster on the wall.
- ❑ Post Wi-Fi info and ensure laptops, projectors, etc., are charged and working properly.

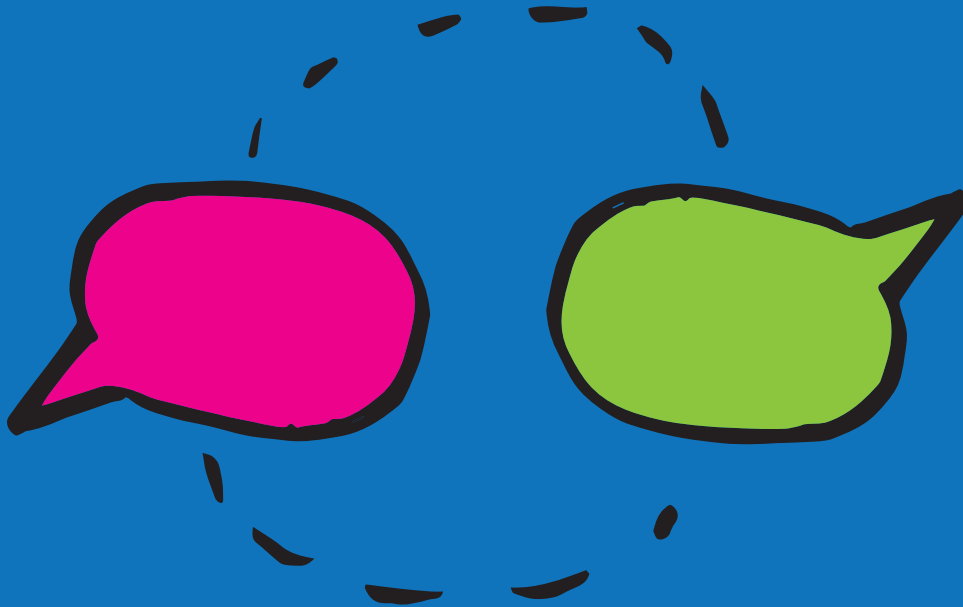
- ☐ Write your meetup hashtags on signs and post them around the room (e.g., #ScratchEdMeetup #CITY).
- ☐ Establish a table with cups, plates, napkins, and utensils for any refreshments or food.
- ☐ Make supplies (sticky notes, sharpies, hardware, etc.) available on tables.
- ☐ Play music!



How will you set up your space?



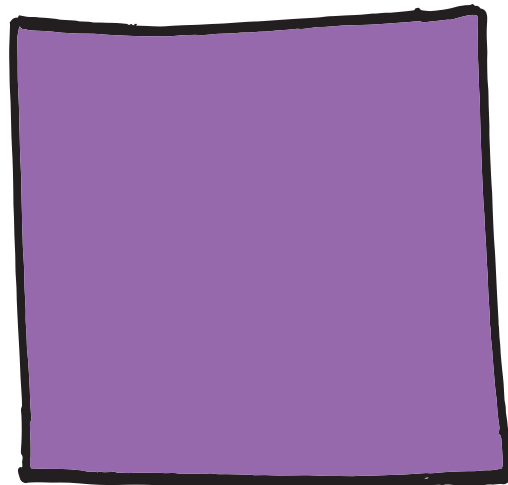
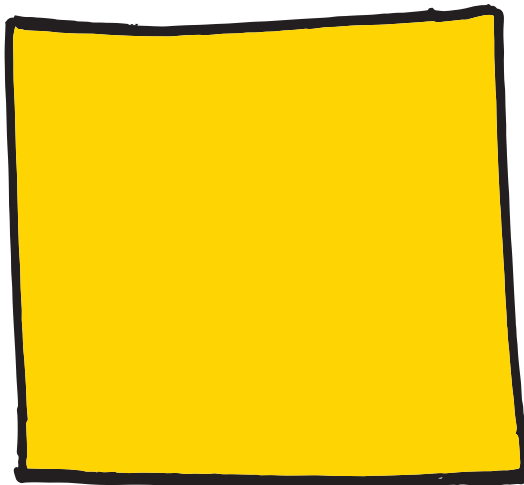
# Facilitate Networking



We've found that building informal networking into the beginning of the meetup helps participants feel comfortable and connected. In this section, we describe strategies for helping people meet and mingle.

**One of our goals** for the initial moments of a meetup is to communicate the creative and collaborative culture as soon as people enter the space. Upon arrival, an organizer greets participants at the registration table, where they sign in and create a name tag. We encourage people to grab a snack—we typically host meetups in the morning, so coffee and pastries are staple items. We also encourage people to connect through playful icebreaker activities, which we usually set up near the coffee.

**What are your favorite icebreakers?**

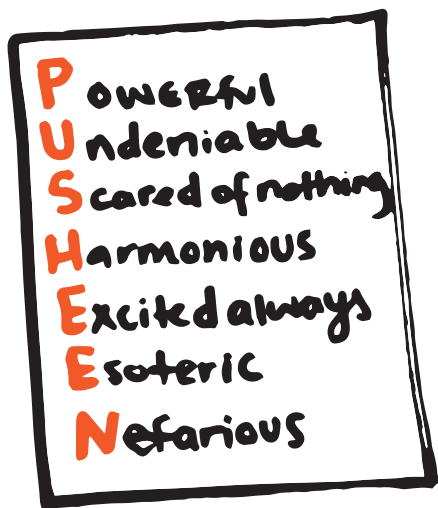
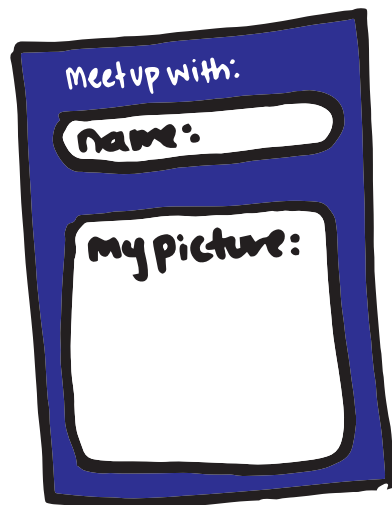


## Our favorite icebreaker activities...

*Templates and examples for all activities are available online.*

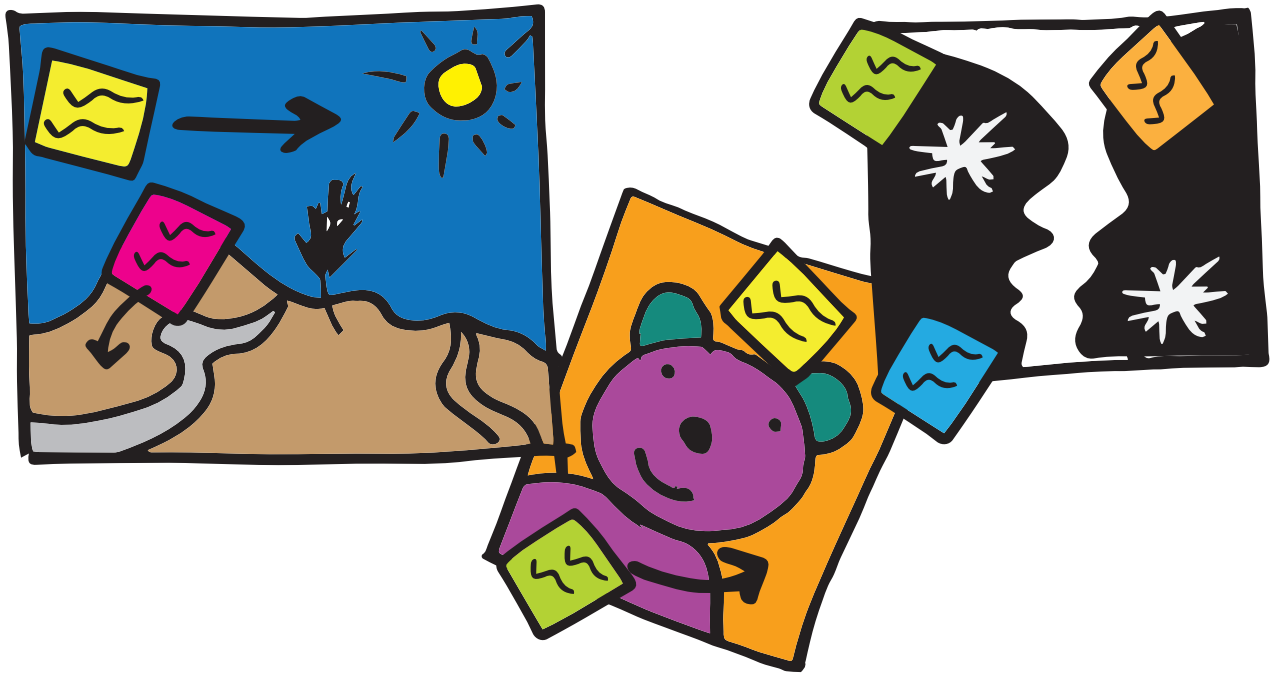
### Paper Facebook

1. Print and distribute a stack of Paper Facebook pages, with markers and masking tape.
2. Post some example pages on the wall.
3. Encourage participants to post and peruse.



### Acrostic Poem

1. Put out Acrostic Poem pages, with sticky notes, markers, and masking tape.
2. Post some example pages on the wall.
3. Encourage participants to fill in one word for every letter in their name.



## Image-ination

1. Put out a stack of old calendar images or pre-cut magazine pages, with sticky notes, markers, and masking tape.
2. Post some example pages on the wall.
3. Encourage participants to choose an image that could represent something about them, adding sticky notes to explain their choice.
4. Encourage people to be as literal, abstract, or playful as they want.

# Welcome Participants

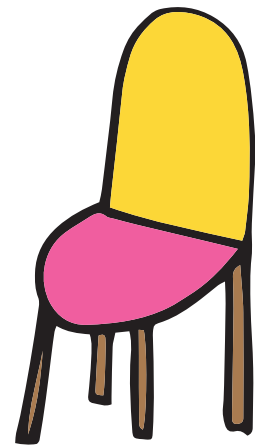


After people have mixed and mingled—but before diving into the heart of the meetup—we welcome everyone. In this section, we describe messages and activities that help participants get oriented to meetups culture and to one another.

**After 15 minutes** of informal networking, it's time to formally welcome everyone and facilitate introductions.

**For the welcome,** we begin by inviting all participants to gather in an open space, ideally configured for people to easily see and hear each other. In our welcome message, we aim to help participants get acclimated to the culture of meetups. We talk about what meetups are, what our plan for the day will be, and who is in the room.

Over the next few pages, we'll share a script that we have used to help participants get oriented.





# WELCOME SCRIPT

Welcome to the  ScratchEd Meetup!

Our names are

We started these meetups because

Meetups have very minimal structure. We're going to work together to decide what conversations, connections, and activities we want to explore today!

## After you introduce yourselves, guide the participants through the agenda for the day.

As you might have seen in the meetup invitation, here's our plan for today.

*(Informal Networking)*

That was the coffee and mingling.

*(Welcome and Introductions)*

That's what we're doing now.

*(Build the Schedule)*

As you can see, we don't have anything on the schedule...yet! That's because we will all work together to figure out what we want to do today—what we want to make, discuss, explore, and share.

*(Breakout Sessions)*

This is the heart of the meetup; it's time to learn with and from one another. Each of you will choose which sessions you want to participate in and one member of each session will act as a facilitator. We'll share more details when we get to this step.

*(Sharing)*

This will be an opportunity to share what we've done today and to make other announcements.

*(Reflection)*

We'll end the meetup with some time for reflection.

**Next, help participants get to know each other through an introduction activity.**

Because meetups are highly participatory, they really take on the flavor of whoever is in the room. Speaking of which, with a quick show of hands:

Who has experience supporting learners with Scratch?

Who is new to Scratch?

Who works in a school?

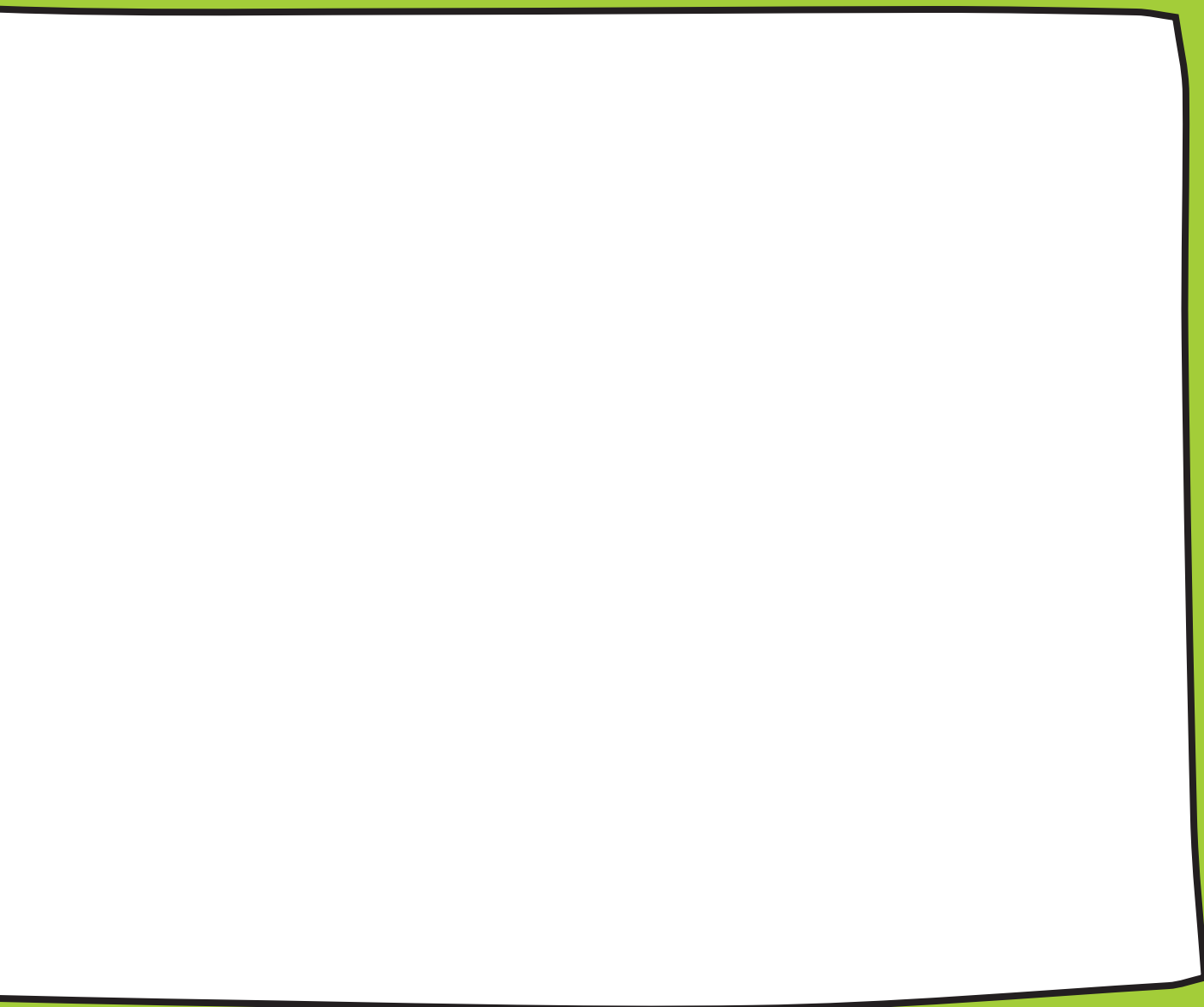
Who works outside of a school?

Who works in a high school? Middle school?

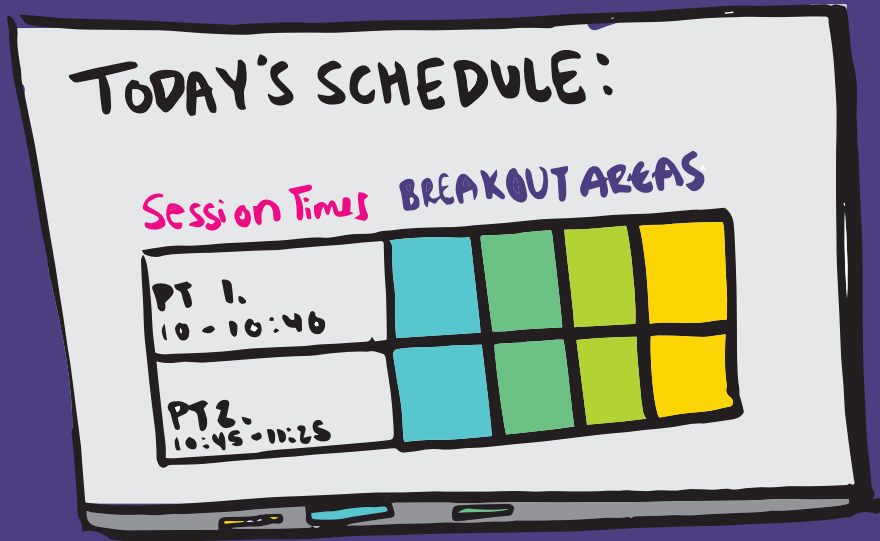
Elementary school?

As you can see, we're a diverse group. And we'll learn much more about each other's backgrounds, experiences, and interests throughout the day.

WHAT ELSE MIGHT YOU SAY?



# Build the Schedule



Unlike typical conferences or professional development, where the schedule is predetermined, a meetup schedule is collaboratively constructed by the people in the room, based on their passions, interests, and questions. In this section, we describe the schedule-building process.

**Inspired by EdCamp's dynamic scheduling**, rather than deciding the schedule before the event or having only the organizers decide what the schedule will be, meetup activities are designed during the meetup by the entire group.

**Schedule building is the most exciting**—and most chaotic—part of the meetup. But the most important idea is that there is no “right” way to generate the agenda. The goal is to engage participants as co-designers in creating an event that will be meaningful for all.

**We encourage participants** to propose session topics inspired by their interests and needs. That said, in some cases, meetup organizers feel more comfortable with a mix of preplanned and open-ended sessions, so you should do whatever feels best for you and your group and iterate as needed.

## 1. Create grid

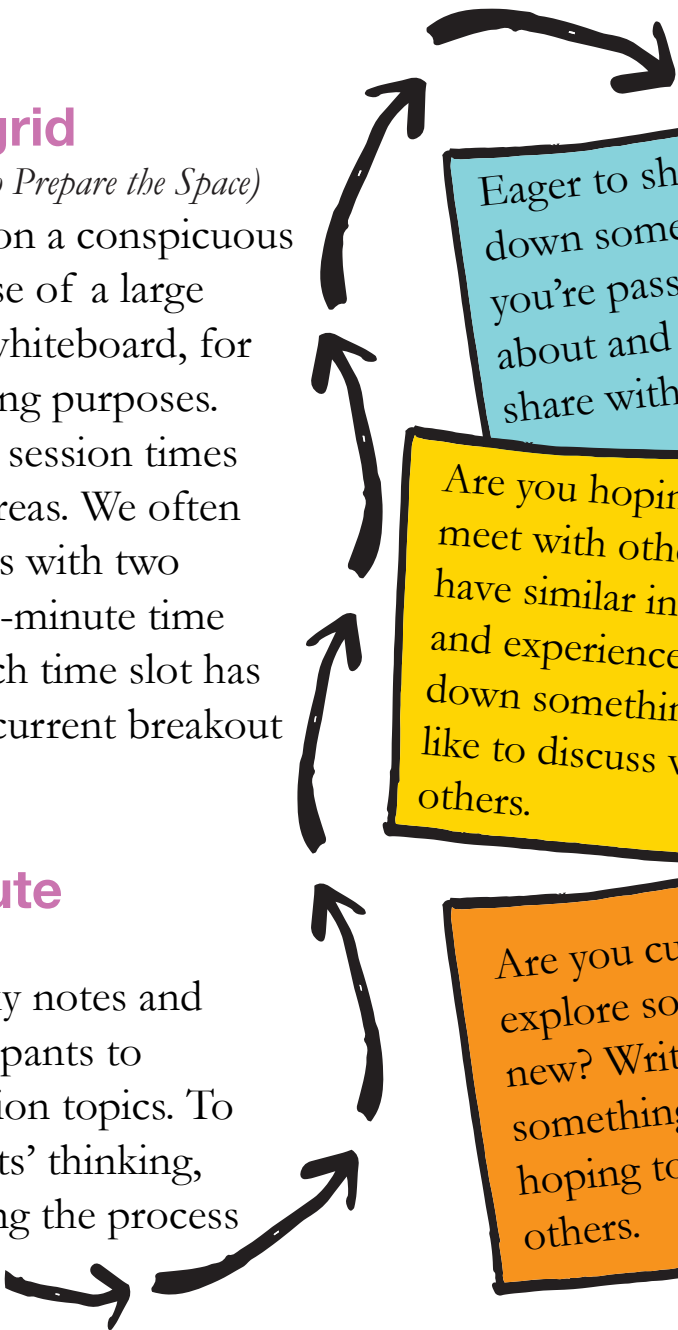
*(Beforehand; refer to Prepare the Space)*

Hang a poster on a conspicuous wall or make use of a large surface, like a whiteboard, for schedule-building purposes. Draw a grid of session times and breakout areas. We often create schedules with two consecutive, 40-minute time slots, where each time slot has up to four concurrent breakout sessions.

## 2. Contribute

*(5 minutes)*

Distribute sticky notes and pens for participants to contribute session topics. To spur participants' thinking, consider framing the process with questions.



Eager to share? Write down something you're passionate about and wish to share with others.

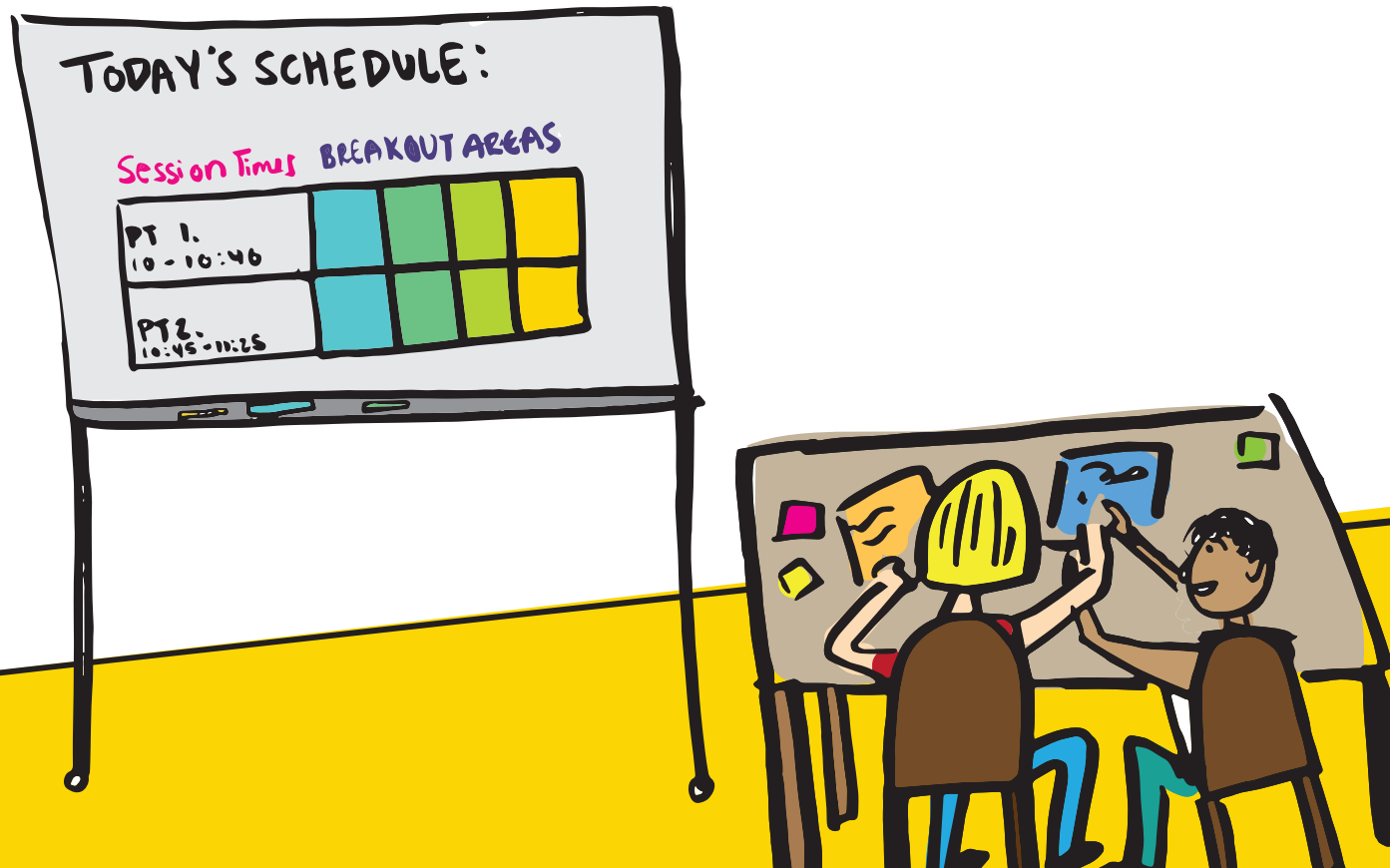
Are you hoping to meet with others who have similar interests and experiences? Write down something you'd like to discuss with others.

Are you curious to explore something new? Write down something you're hoping to learn from others.

Each participant will generate one or more session topics, writing each proposed session topic on its own sticky note.

For example, someone might write, “supporting collaboration”, “working with fourth grade students”, and “hosting an information night for parents and administrators” on three separate sticky notes.

We have found that it is often easier for people to develop ideas if they first discuss potential topics in small groups.



### 3. Categorize

*(5 minutes)*

Collect all of the sticky notes on a wall, surface, or window. Recruit 2–3 participants to categorize and cluster sticky notes by similar topics.

### 4. Choose

*(10 minutes)*

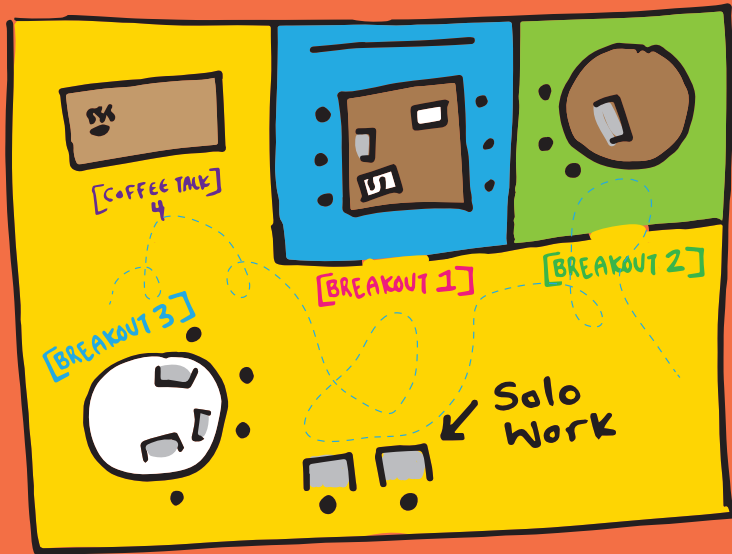
Choose breakout session topics based on the clusters. List sessions in the schedule grid, assigning sessions to spaces that best support the format and number of participants. Optionally, create a digital version of the schedule for easy online access and projection. (A schedule and notes template for the meetup is available on the ScratchEd Meetups site.)

## SESSION IDEAS

Hosting Scratch PD  
Supporting Diverse Learners  
Scratch and Early Education  
Scratch Across the Curriculum  
Sharing Recent Student Work  
Standards and Assessment  
Classroom Management  
Scratch and the Arts  
Scratch and STEM  
Coffee Talk  
Getting Started with Scratch  
Scratch and Hardware Projects  
Design Challenge  
Scratch Game Activities  
Scratch Maze Project  
WeDo, Kinect, and Camera  
Hackathon  
Designing Programs



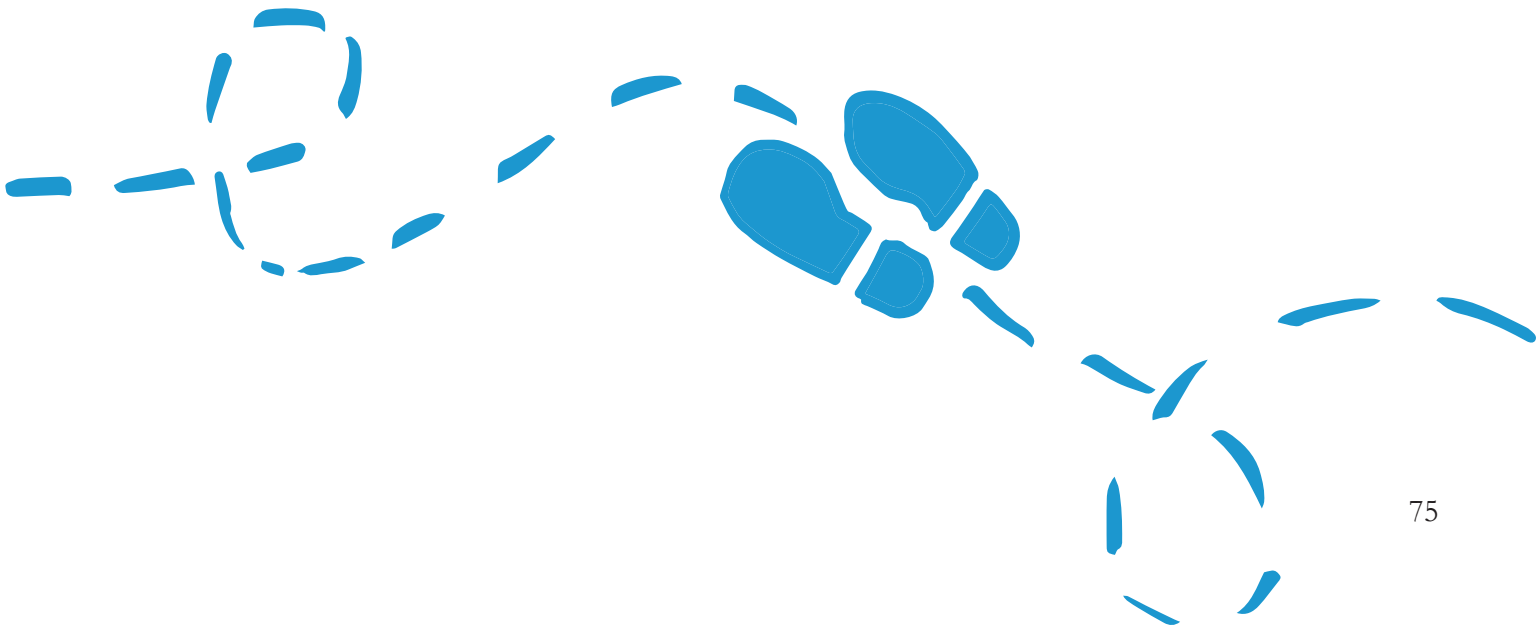
# Prepare for Breakout Sessions



After we've collaboratively developed the schedule, it's time to break out—to play, share, and learn together in the sessions. In this section, we describe the steps involved in launching into breakout sessions, the core of the meetup.

**Before we break out into sessions,** we prepare participants to get the most out of the experience. The big picture: our primary goal is learning, and that looks different from person to person, and from session to session.

**We begin by taking a little time** to establish breakout session culture by talking through meetup norms. Next, we recruit volunteers to act as session facilitators. Finally, we clarify where each session is taking place.



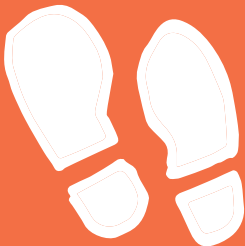
## 1. Share norms

Explain that participants can choose which sessions to join. Each person should aim to find a place where they can learn and contribute.

Here are a few suggestions for getting the most out of a meetup, courtesy of Dan Callahan and EdCamp:

- You might want to participate in more than one discussion at a time, and that's a good problem to have.
- Feel free to take time to process or work on something by yourself, or to have an informal conversation by the coffee table.
- Keep in mind the EdCamp *Rule of Two Feet*.

### THE RULE of



### TWO FEET

“[Participants are] encouraged to leave a session that’s not meeting their needs at any time. . . .

Make sure that everyone clearly understands that walking out of the room is not an insult to the facilitator or other participants in the room. On the contrary, it’s a commitment by everyone in attendance that they’ll maximize every second of learning time.”

## 2. Recruit volunteers

Explain that meetup participants act as session facilitators. They don't need to (and shouldn't try to) lead the session and they don't need to prepare ahead of time. Share ideas, tips, and strategies with the facilitators to support great breakout session experiences.

## 3. Encourage documentation

Notes, photos, and Scratch projects are all welcome! Encourage participants to create and share meetup documentation via a shared online document or social media. (A schedule and notes template for the meetup is available on the ScratchEd Meetups site.)

## 4. Review the schedule

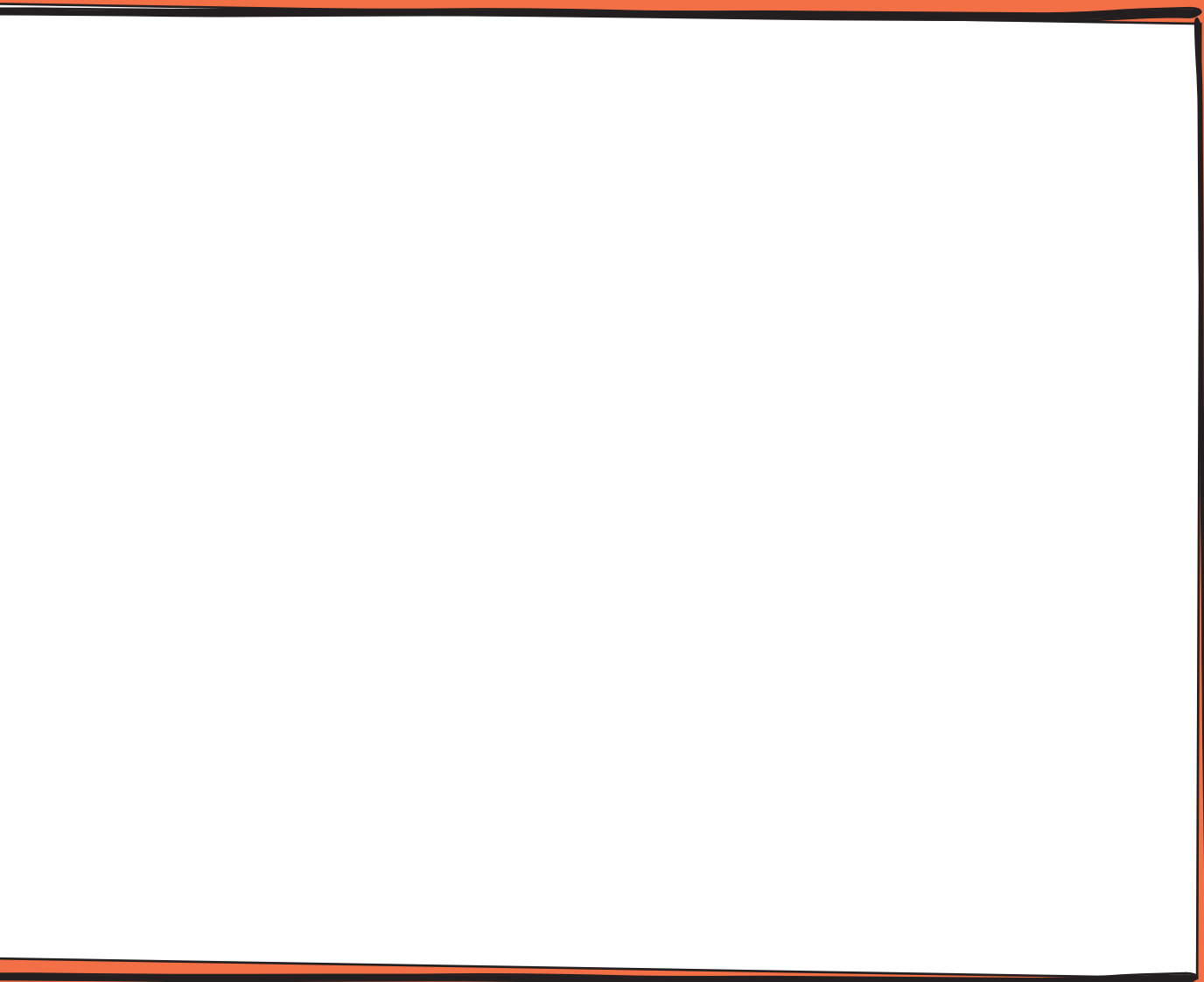
Before you break out, walk through the schedule, indicating where each session will take place. Mention that there will be time for sharing—from the sessions, as well as anything people want to share from their practice—at the end of the meetup.



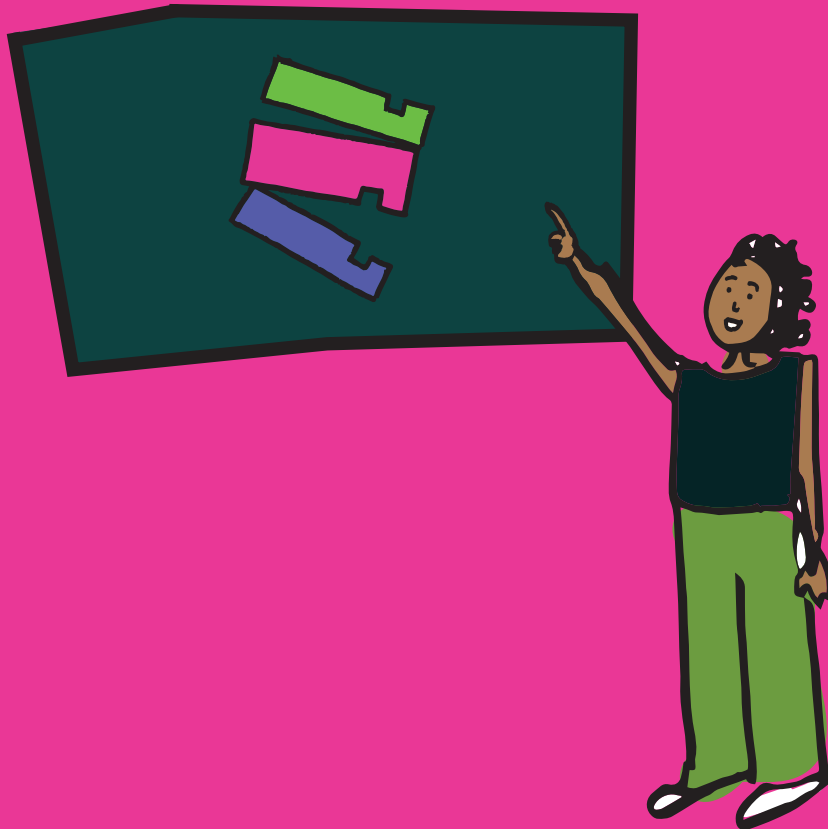
# WHAT MAKES A GREAT FACILITATOR?

- Keeps track of how much Time you have until the Session ends...
- Opens the session by asking a question or sharing an experience
- Enlists a fellow participant to take session notes
- Encourages participation from everyone

## WHAT ELSE?



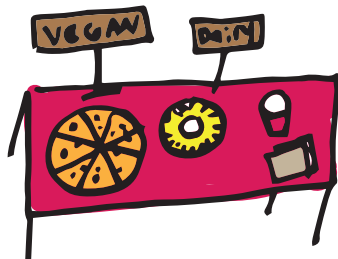
# Invite Sharing



We love including time for whole group sharing at the end of a meetup. In this section, we suggest ways of encouraging sharing among participants.

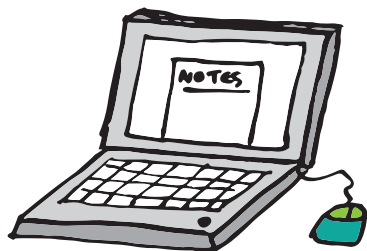
**Typically held after the breakout sessions,** over lunch, and lasting about 30 minutes, we organize sharing as a series of short, fast-paced presentations and announcements. Educators share Scratch-related work—projects by their students, activities they’ve designed, upcoming events, and highlights from breakout session activities.





## 1. Set up food

If applicable, set out food, paperware, and a trashcan during the latter half of the second breakout session. Create labels to indicate food for people with dietary restrictions.



## 2. Prepare for sharing

If a display or projector is available, connect one laptop that everyone can use, to save time as different participants share out.



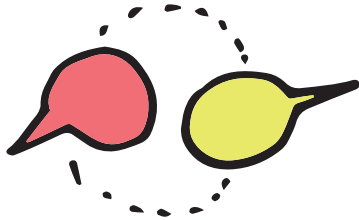
## 3. Announce sharing

After breakout sessions, announce that it is time for sharing. In addition to an open call for sharing, invite session facilitators, note-takers, or participants to give a brief recap from breakout sessions.



## 4. Start sharing

If many people are interested in sharing, make a list of names and announce a time limit. One organizer might time presentations to help participants stay within their allotted time; another might take notes. Invite participants to present in turn.



## 5. Encourage questions

If time permits, after each presentation, invite questions from the group for 1–2 minutes while the next presenter is setting up.



## 6. Final notes

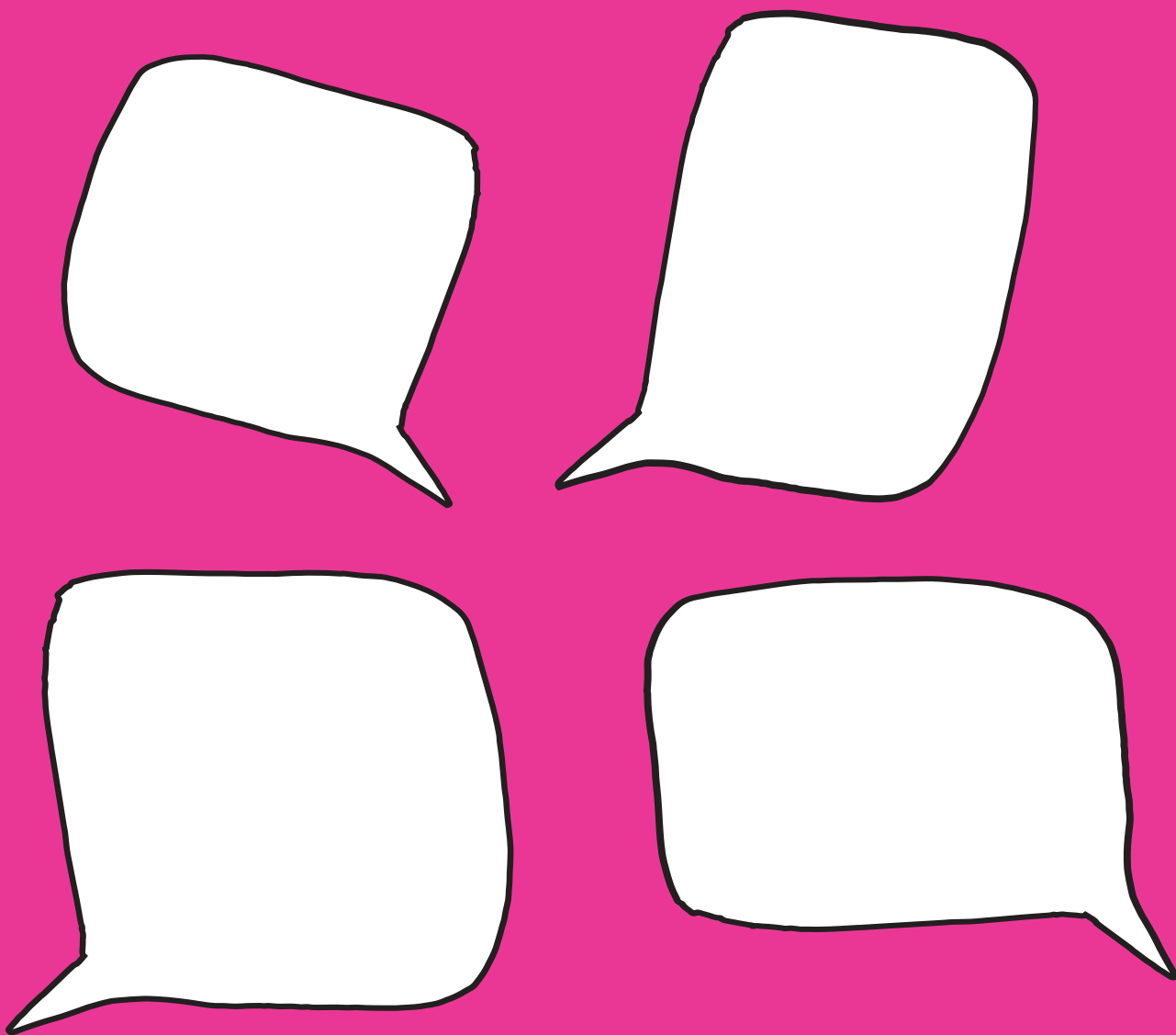
At the end of the presentations and announcements, announce when and where the next meetup will take place. Encourage people to stay in touch using the meetup group or the ScratchEd online community (<http://scratched.gse.harvard.edu>).

## What might people share?

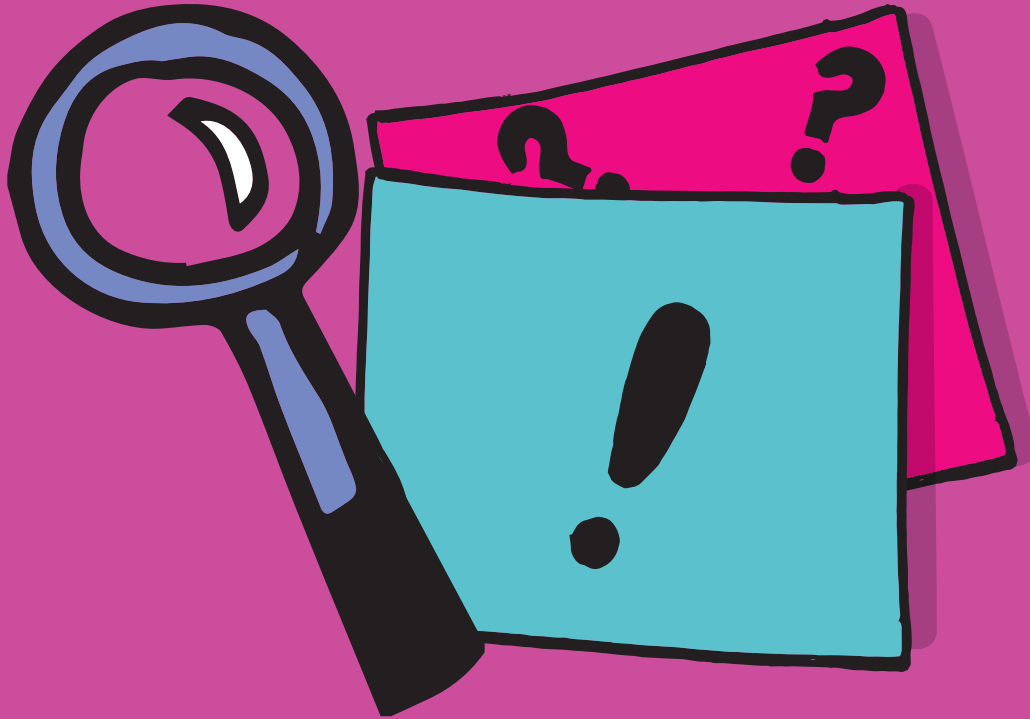
I Tried pair programming  
with my third graders  
and...

In our  
session on  
Curricular  
integration...

Here is a math project  
my students created!...



# Reflect on Learning



After sharing, we dedicate time to reflect on our experiences. In this section, we outline protocols that invite reflection at the end of a meetup.

**We've found that the most powerful meetup learning takes place** when there is time for reflection. Despite its importance, we often struggle with defending reflection time—particularly when there are so many interesting things to do and so many interesting people to meet! Hard as it might be, we make it a priority to set aside 15 minutes for reflection before the meetup ends.

**In order to make the most of this time** and to transition smoothly from sharing to reflecting, we use protocols. There are many ways of supporting reflection: through writing or discussion; as a whole group, small group, or individually; scaffolded with questions or completely open-ended.

**Regardless of which method you choose,** it's always nice to reconvene and conclude reflection time with thanks—thanking the participants for joining the day's meetup and thanking the meetup sponsors and supporters.



## No-tech

Choose one or two questions and invite participants to reflect with others. We particularly like using think-pair-share for supporting reflection.

## Low-tech

Sticky notes are another favorite medium for reflection. You can invite participants to reflect individually on sticky notes and then share in small groups. If you're short on time, invite participants to share an impression on a sticky note and post it on the doorframe when they leave.

What surprised you about today's experience?  
What is something that you did really well today?  
What questions do you still have?

What is one thing you learned at the meetup that you can bring back to your students?

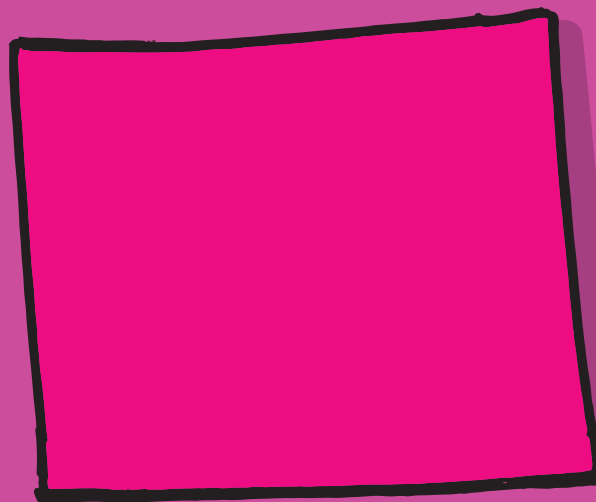
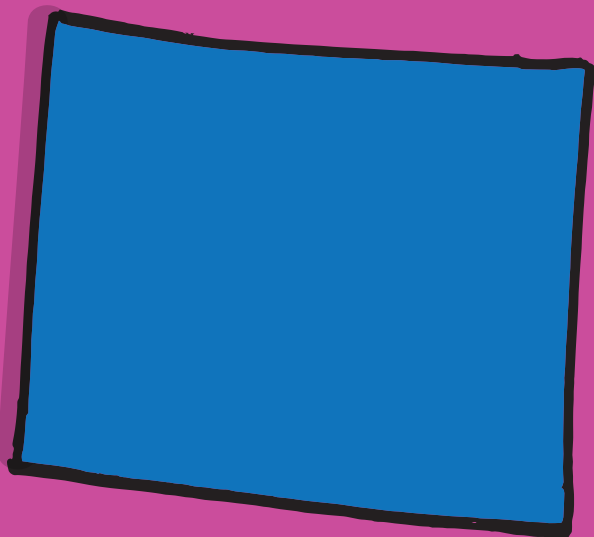
## High-tech

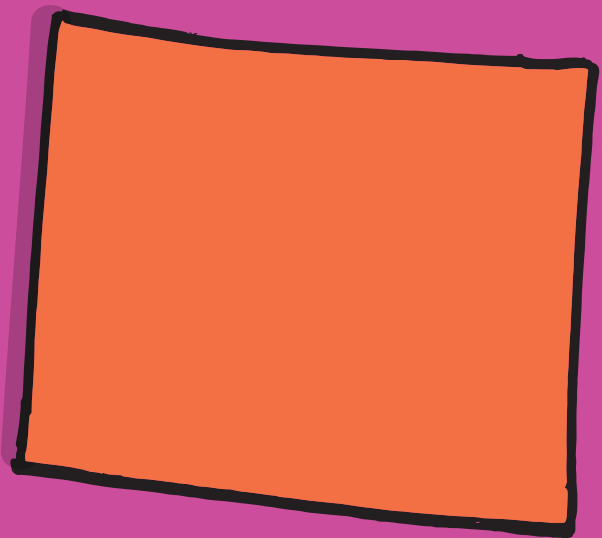
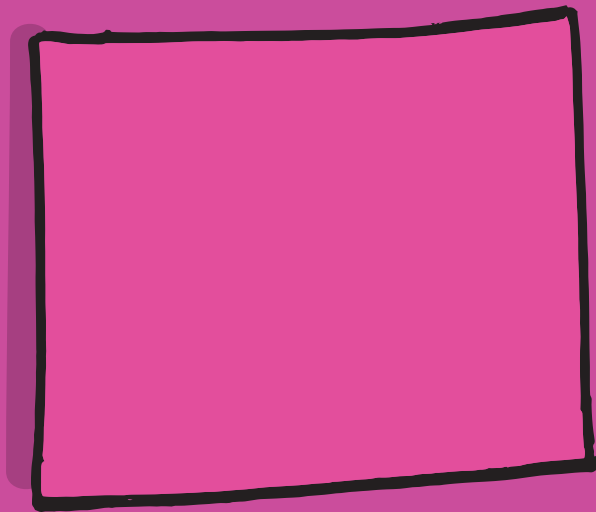
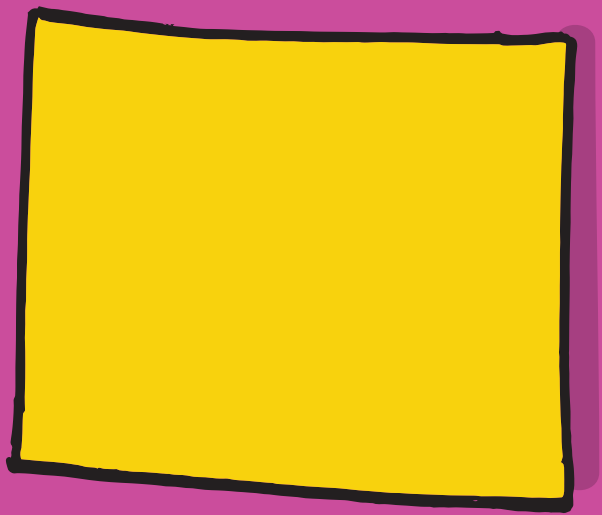
One useful tool for group reflections is Google Slides. By copying and pasting a new slide into a shared presentation, each participant can have their own space to share their impressions with the group. A reflection presentation template is available on the ScratchEd Meetups site.





REFLECTION  
IDEAS





# Wrap It Up



After the meetup is over, there are still a few things to do. In this section, we describe how to wrap things up—immediately after the meetup, and in the days following the meetup.

**Immediately after participants leave,** we clean up the space. After clean up, we get together as an organizer team for 20 minutes of reflection on the highs and lows of the event. This reflection time has been extremely valuable for us in designing—and redesigning—the meetup experience.

**In the days following a meetup,** we assemble documentation from the meetup and send a follow-up message to participants. The follow-up message thanks participants for attending the meetup and includes links to documentation. We also send thank-you emails or tweets to each sponsor, thanking them for their support.

## What happens immediately after the meetup?

Our general rule is to leave the space in better shape than when we arrived.

When cleaning up, we make sure to:

- ☐ Discard or donate any extra food.
- ☐ Take down signs and posters, and wipe down whiteboards.
- ☐ Shut down all A/V equipment used during the event.

After cleaning up, our organizer team meets to debrief and reflect on the meetup. We have included a Red, Yellow, Green template on the ScratchEd Meetups site to help reflect and document feedback for the next meetup.



## What happens in the days following the meetup?

- ☐ Upload photos to your Meetup.com group and to our Flickr group at <http://bit.ly/meetupsphotos>.
- ☐ Send a follow-up message to participants, including
  - Thanks for attending*
  - Links to session documents and resources*
  - Links to photos*
  - Links to the ScratchEd online community*
- ☐ Send a thank-you message or tweet to each sponsor, with photos from the event.



## About This Guide

This guide was developed by members of the ScratchEd Team at the Harvard Graduate School of Education. This work was made possible through the generous support of the Scratch Foundation and Siegel Family Endowment, and through National Science Foundation grant DRL-1019396.

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If you have any questions, please contact Karen Brennan and Wilhelmina Peragine at [scratched@gse.harvard.edu](mailto:scratched@gse.harvard.edu).

Countless amazing people have contributed to this work. We thank all of the contributors, especially all of the wonderful educators who have attended ScratchEd meetups over the years. Thank you to Michelle Choi, David Sall, and Natalya St. Clair, who were instrumental in developing the first version of this guide. For this second version of the ScratchEd Meetups Guide, we wish to extend special thanks to Alexa Kutler, Jeff Hawson, Raquel Jimenez, Soo Jung Roh, Maheen Sahoo, and Tania Shevchenko. Enormous thanks to Janet Dee, Ingrid Gustafson, Rosemary Slattery, Nicole Hart, Leanna Prater, Lisa O'Brien, My Nguyen, Dianne O'Grady-Cunniff, Hilah Barbot, Kelly Powers, Ric Campbell, Jessica Traynor, Jessica Johansen, Ryan Ramirez, Michelle Choi, Bryan Twarek, Nick Giacobbe, Sarah Dunton, Renee Fall, Angela Fisher, Joan Matsalia, Libna Ramos, Dan Callahan, Sean Justice, Sheena Vaidyanathan, Alana Aaron, and Rhianon Gutierrez for their generous energy, advice, and support. Special thanks to Christopher Pusheen and Jessica Sanchez for their support in the final push.



♥ AMAZING PEOPLE! ♥



