Virtual/Online Professional Development Booking Information and Tech Packet

Thank you for inquiring about an InterAct Story Theatre virtual workshop! We want to bring you the most engaging and smoothly run virtual program that we can so that your students can enjoy a wonderful arts experience. The process for booking and running your program includes these steps:

1. **Booking & Technical Intake Call:** In this first call, we get a little information about your needs, the goals for the professional development, the timeframe and structure (how long the session, and one session versus multiple sequentially structured sessions), and the technical platforms we will be working with. We will also work out the professional development schedule, including a technical rehearsal/meeting time. See *Technical Intake Talk*, below.
2. **Contract & Deposit:** Once the booking is confirmed, we will issue you a contract and collect a 50% deposit; deposits may be through check or online payment such as a P-card. An online payment, credit card, or P-card payment may incur a surcharge for payment processing.
3. **Professional Development Design and Professional Development Packet/Asynchronous materials:** After the contract has been signed, you will be contacted by the master teaching artist conducting your professional development so that they can design or tailor the workshop to participants needs, confirm the workshop details from your booking intake, and prepare teacher packet and/or asynchronous materials. As part of the process, they will also confirm the date and time of the program and of the tech rehearsal, and collect further technical information as needed to help things run smoothly.
4. **Tech rehearsal/tech meeting:** In the two weeks leading up to the workshop, we will have a short tech meeting/tech rehearsal with the master teaching artist, you [or the designated person who the InterAct artist will be working with on the day(s) of the program] or

your designated tech person if you have one. This may take as little as 15 minutes if all goes well. We recommend plenty of advance time between the tech rehearsal and the start of the workshop, so there is time to troubleshoot or find workarounds if needed. See *Tech Rehearsal/Meeting*, below.

5. **Program day!** On the day of the professional development, the InterAct artist will follow the schedule and protocols we worked out in our tech rehearsal/meeting to log into the system. See ***Program Day***, below. Final payment is due within one week of the program date unless other arrangements have been made.

6. **Post-program feedback:** We hope that you and the students enjoy the program! After the workshop concludes, we will send you a link to an online survey that can be used to give us feedback on the program, and invite you to share it freely among audience members. We also welcome email and phone calls if you'd like to talk about the workshop with us. We're always striving to do more and do better, and we really do factor in the feedback we get as we polish our programs and develop new programs, so thank you in advance for your thoughts and responses!

Technical Intake Call

There are many different methods, platforms, and ways to engage with our programs; to be sure we can best meet your needs for the workshop, we'll contact you for a short call. Here are some useful bits of information to think about and have ready if you can for our conversation—don't worry if you don't know all of these answers right away, we can figure some of these out together! This information helps us get a head start on putting together a fabulous program for you.

- **Participants and Goals:** Who will be attending the professional development, and what are your goals for this training? We design and/or tailor our professional development workshops, residencies, and training programs for the needs, interests, and goals of our partners and participants.
- **Length and Scope:** What is the structure and amount of time for this professional development? One virtual session of 60, 90, or 120 minutes? A series of sessions with or without follow-up between sessions? A professional development or arts coaching residency? Do you want options for asynchronous learning or blended learning?

- **How will interaction occur during the workshop?** Interaction during a professional development can happen in a variety of ways, including chat, typed Q&A, polls, audio/video discussion, and other methods, or a combination of methods. We will ask if there are any restrictions or technical limitations in your system that may affect interaction during the workshop, or if there are preferred methods you know tend to work well with your participants.
- **What accommodations for accessibility, language, and/or participant can we make so participants can have a meaningful, engaging experience in the least restrictive environment?** At InterAct, we are committed to accessibility and providing equitable arts and learning opportunities for all. Our programs are designed to be flexible and adaptable so that we can make accommodations and participants can engage fully and meaningfully. Please don't hesitate to talk with us about how we can support your varied needs! This information also helps us suggest technical adaptations for the online/virtual experience.
- **From where will participants be while attending the program?** From where are participants tuning in? Will they be together in one space? Will everyone be participating from their individual homes, classrooms, or spaces?
- **Do you and your participants have reliable internet access and the ability to stream video and audio clearly?** This workshop is delivered virtually, online, and participants will need internet access, and access to video monitor/screen and speaker/audio.
- **What is your technical setup? What platform do we need to use? What requirements does your school, site, or school system have when it comes to web conferencing and virtual programs?** For some partners, it works beautifully for InterAct to host the program as a closed Zoom webinar or Google Meet; for others, the school system requires that we use the school system's platform. Don't worry if you aren't sure about this...we can research this together. Also, we may already know your school system's requirements.
- **How do you host guests in your tech platform on the day of the program?** Some systems allow for a guest to log in, other systems involve a few more steps.
- **What technical assistance/stage management will you be providing on the day of the professional development?** For example, will you provide someone to present slides/assist during the professional development, or will the master teaching artist be presenting their own slides?

Technical Rehearsal/Meeting

This meeting should occur within the 2 weeks leading up to the professional development date. The purpose of the meeting is to do a tech check, make sure everything is working the way we think it's supposed to, and work out troubleshooting and contingency plans. Attending this meeting should be the InterAct master teaching artist, you or the person you've designated to be our tech contact on the day of the program. In the tech rehearsal, we will do a test-run of logging in to the system together. We will not do a full run of the workshop, but we will make sure that everyone can log in, access the platform, and both see and hear clearly. If there is a Powerpoint, audio/video clip, or other technical element in the professional development, we will do a test of those elements, and make sure everyone is clear about who will manage each technical element during the workshop. We will also work out the answers to the following:

- **How will all participants log into the program platform?**
- **Who can the InterAct artist contact if there is trouble logging into your school's system, streaming, or accessing audio/video? How can the InterAct artist contact that person quickly?** We will need the name and cell phone number of a person who will be standing by and watching for our message or phone call, and who can offer technical assistance if there's an issue accessing your school's system.
- **What will we do if there is an issue with internet access, audio, or video during the show?** Contingency plans are key to peace of mind during a virtual program!
- **How will we facilitate interaction, group participation, and input?** Interaction can be facilitated in a variety of ways, depending on the program and platform we are using. Different modes of participation require different actions to open chat/mute and unmute audio/start video/etc., so we'll do a quick rundown of how to do that, and what adaptations or contingencies we may need.
- We will also confirm, refresh or refine the information we got from you earlier.

Program Day!

On the day of the professional development, the InterAct artist will follow the procedure we worked out in our rehearsal to log in. On Program Day, please log in at the time agreed upon so that we can all participate and learn together. After the program, you will receive a feedback survey and follow up from our Artistic Administrator. Final payment is due within one week of the program unless otherwise arranged in advance.

NOTE: Due to copyright and our legal contractual agreements with our artists, the recording of any virtual program is strictly prohibited unless advance agreement has been made in writing; absent this advance written agreement, the teaching artist is within their contractual rights to decline recording. Thank you in advance for your consideration and observance of this rule, and respecting the rights of our artists.

If you have any questions, please feel free to contact InterAct Story Theatre at (301) 879-9305 or at info@interactstory.com. Thank you for your partnership! We look forward to working with your teachers.