

REALIZE! 2015 National Forum Advisory Committee

Terms of Reference (April 2014)

The National Forum Advisory Committee functions in an advisory capacity to support the organization of REALIZE! 2015 - the National Online Forum for EAL/ESL Practitioners (January 2015) - and provides online moderation to ensure that the National Forum event is planned and conducted successfully, according to the needs and professional interests of the ESL Community.

The National Online Forum will take place in January 2015 over 8 hours (1 full day (8 hours) or 2 half days – Friday PM and Saturday AM). The National Online Forum will bring together EAL/ESL practitioners across Canada to connect with leading language training experts and network with other professionals in the field. Invited keynote speaker(s) will inform the community of the latest trends and best practices in ELT, educational technology, learning design and continuous professional development.

The goal of the REALIZE! Forum is to disseminate EAL/ESL best practices across the country to allow Canadian teaching professionals to develop their professional practice and compare teaching methods nationwide to improve language and settlement services to newcomers. This event will also help reduce isolation of teachers working in remote areas.

Purpose

The National Forum Advisory Committee is created by English Online Inc. and provides assistance in planning, organizing and delivering the REALIZE! Forum event, including development of the REALIZE! Forum agenda, content, promoting the event and moderating online sessions.

Membership

The Committee will include EAL/ESL community members with reach and scope in their professional communities and those with experience in planning /organizing or assisting with conferences. The committee will comprise between 16 and 19 volunteer members. Three (3) of these members will be English Online Inc. representatives:

- ✚ English Online Inc., Executive Director
- ✚ English Online Inc., Lead, Teacher Services
- ✚ English Online Inc., Coordinator, Teacher Services

Ten (10) ESL community representatives will be selected from three regions:

- ✚ Western region (BC, AB, SK, MB): - 4 representatives
- ✚ Central region (ON, QC): - 4 representatives
- ✚ Eastern region (NB, PEI, NS, NL): - 4 representatives
- ✚ Northern region (YT, NT, NU): - 1 representative



Two (2) additional committee members may be selected from the Settlement Sector and one (1) International committee member if interested.

Selection Process

EAL/ESL and Settlement sector members will be selected by English Online representatives and appointed for a term of the project which expires March 31, 2015.

The Committee members are EAL/ESL/LINC instructors and/or program administrators/coordinators that are involved in the direct delivery of language training and settlement services to newcomers.

Selection Guidelines

- ✦ Candidates who have demonstrated creativity and leadership in their practices, community or organization
- ✦ Candidates who have illustrated an exceptional commitment to serving the needs of EAL/ESL community and/or newcomers
- ✦ Candidates who possess a deep knowledge of the professional needs of the EAL/ESL community in Canada and/or in their particular region
- ✦ Candidates who have knowledge and experience in organizing or volunteering for professional development events
- ✦ Experience with web 2.0 tools and strong presence in their professional network would be considered an asset

Selection will be based on creating a balanced committee for geographic representation, subject matter expertise, event planning experience and overall knowledge of the field.

Roles and Responsibilities

English Online Inc. is responsible for:

- ✦ managing and overseeing any contribution agreements or contracts related to the organization of the event
- ✦ selecting committee members
- ✦ organizing and conducting committee meetings, establishing agenda and performing other relevant administrative tasks
- ✦ developing marketing materials to promote the event
- ✦ training committee members and REALIZE! Forum presenters/participants on BigBlueButton (BBB) - a web conferencing software
- ✦ ensuring the event is organized and successfully conducted as planned

English Online Inc. has the power to make final decisions on behalf of the committee in cases when members are unable to arrive at a decision which places the successful planning and /or proceeding of the REALIZE! Forum at risk.

Committee Members are responsible for:

- ✚ providing support in planning and preparation for the National Forum
- ✚ providing informed input on REALIZE! Forum theme(s), program, prospective keynote speakers/presenters, selection criteria for submitted presentation proposals, marketing strategies/materials and activities
- ✚ providing information and recommendations on items of concern
- ✚ providing local knowledge, relevant background and expertise
- ✚ keeping EAL/ESL community members Informed about the National Forum (in their geographic areas and organizations)
- ✚ participating in training sessions on how to use web-conferencing tools and moderate online session
- ✚ moderating online sessions on the day of the event
- ✚ discussing Feedback Survey and making recommendation for future National Forums

Processes

The COMMITTEE will be chaired by English Online Inc.

Committee meetings will be held online (BigBlueButton) on a monthly basis. The frequency of meetings may increase closer to the date of the event or decrease depending on the committee's accomplishments.

A private group on tutela.ca is used as a committee web space to share resources, latest information pertinent to the event, discuss relevant issues/questions between the scheduled committee meetings. Meeting agendas and minutes will be shared with committee members in the Tutela group.

In order to engage the broader EAL/ESL community, the Committee will also use public forums to share REALIZE! Forum news.

Feedback and Evaluation

During a final committee meeting which will be held succeeding the National Forum event, committee members will be asked to provide informal feedback on the committee operations, evaluate the event and make suggestions for future events. The committee will be dissolved as of March 31st 2015.

