CCX 2015: Timeline for Workshop Leaders

FEBRUARY
1. **Confirm that you agree** to lead a workshop at the 2015 CCX by email (dschneidman@nefa.org).

2. [USE THIS FORM](#) **to select a date/time in March** to review your workshop PowerPoint by video conference (GoToMeeting) with a CCX organizer. This is to give workshop leaders feedback on their PowerPoint and handouts in an effort to have the most effective and informative workshops possible. When we videoconference in March we'll look at your PowerPoint and checklist, make suggestions, and generally check in and answer questions. Please schedule your review time by 5pm Tuesday February 17.

3. The discounted registration for workshop leaders is $65 but **you may also apply for additional registration or travel support.** Find the application here: https://www.surveymonkey.com/s/CCX_Travel_Registration_Support_Application - the deadline is March 23. Please wait to register until you receive your personal discount code in April.

4. **Create your workshop PowerPoint and To Do Handout**.

    a. **POWERPOINT** - A 20 minute walk-through of the specific elements of the creative economy initiative that was selected. This is not a promotional presentation, you are teaching participants HOW you did the project using visuals and bullet points. This tends to work best if you have 10-15 slides total – the first few that touch briefly on history and goals and move quickly to spend the bulk of your time on project specifics, obstacles, and impact. Please don't read your slides, only include text that adds to your workshop! Please cover the following information, which is based on the application you submitted and is already posted on nefa.org:

        a. **Brief History:** When and why was the project idea conceived? What were the motivating factors in your community and its economic development strategy?
        b. **Project Goals:** What were the project goals? How have they changed over time? Who are the stakeholders?
        c. **Project Specifics**: How was the project executed? (include details) How has it been refined over time?
        d. **Obstacles:** What were your major obstacles? Who or what was instrumental in overcoming those obstacles? What do you suggest for other colleagues that might undertake this work?
        e. **Project Impact:** How did this project contribute to creative placemaking and/or community and economic development? What is different in your community as a result of this project? What do you consider particularly successful about the project? How did you measure this success? Who could and should replicate this project?

    b. **TO DO CHECKLIST** – Detailed list of actions to execute this project. (List of who, what, when, where, and how as take-away for participants). Two pages maximum – be sure to include your name and workshop title at the top.

MARCH
5. **Review your PowerPoint online** with CCX mentor for feedback at the time you selected

6. **Refine** your PowerPoint and checklist

APRIL

7. **FILL OUT THIS FORM** (by April 10) to confirm your workshop information for the program booklet:
   a. **Workshop title and Project description**
   b. **Names of any partners** leading your workshop with you (two maximum.)
   c. Submit your **bio** (and bios of up to 2 additional workshop partners) - one paragraph each.

8. **Register for the event** after the scholarships have been decided. You will receive a personal discount code and instructions for you and your workshop partners (if you have any.)

MAY
9. Confirm the day and time of your workshop in the **event schedule**

10. Submit the **final draft** of your To Do checklist handout by email (by May 22)

11. Submit the **final draft** of your PowerPoint by email (by May 22)

JUNE
12. **Check in** as a workshop leader at CCX Registration (Keene State College Young Student Center) promptly at 9:15am on June 2. Attend CCX and learn with your peers!

NOTES
NEFA will provide all workshops with **handouts** for participants to act as a reminder for them once they leave the event and are sitting at their desk ready to work. Handouts will include your **Project Description** and **To Do Checklist.** You may also bring other materials to the Exchange that are relevant to your workshop.

20/20/20 Format: A NEFA staff person will be at your workshop location to assist you and **keep track of time**. They will help to facilitate the discussion and networking time if necessary.

CCX workshops will not be **recorded** in their entirety. Parts of CCX workshops will be documented with photos and video recording, but this will be determined by resources available.

CCX participants are asked to **evaluate** their experience at the event, including which workshops were the most helpful and which workshop leaders they would want to contact. There will also be a quick exit survey for each workshop. You will receive the exit surveys and attendance list for your workshop.

The project information that you submitted in your application is published on NEFA's website. These Community Initiatives are how people find out about the work in your community and decide to attend your workshop. After the CCX, your session handout will be uploaded to your Community Initiative to serve as an **archive** of your workshop.

QUESTIONS REGARDING CCX WORKSHOPS?
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