

## FAEDS - FETC Liaison: Scope of Work, Timelines, Contacts

Background: In terms of history, FAEDS was one of the founding/charter associations involved in the start-up of FETC; as such, our work with FETC reflects both a major continuing commitment of FAEDS as it relates to support for teachers and the instructional school functions; as well as continuing involvement in terms of specific responsibilities in support of FETC and FETC-associated events, including: representing FAEDS membership interests and resources for FETC; jointly sponsoring pre-sessions and highlight sessions that reflect FAEDS technical support and technical support interests for teachers; paper and presentations review and technical specialist assistance. For more complete information on FETC: [www.fetc.org](http://www.fetc.org)

### FAEDS-FETC Liaison - Major Functions:

- 1. Represent FAEDS (K-20 CIO/CTOs interests and input to the FETC leadership and planning;** participate on steering and planning committees according to the FETC program planning schedule - contact Mike Eason/Veronica Walker; [www.fetc.org](http://www.fetc.org) Note: FETC is usually in late Jan-Mar.
- 2. Presentation and paper review participation.** Personally participate in the review and ranking process. Also serve to solicit additional help for paper/presentation reviews. The reviews are broken down into topic areas, some of which involve specialized technical knowledge and FAEDS helps provide reviewers for these. Contact: Lynn Buchanan; Timeframe: August - January
- 3. Introduction of Speakers, Coordination and Support for Sessions -** check-in with "FETC Central" on what needs to be done at the conference each year. For the past three years, we also provide wireless instruction and support for attendees via the FAEDS Booth, there is a flyer, and those manning the booth need to be trained and aware. The sign-on needs updating each year; specific wireless vendor options change, signal areas, etc. Contacts: Mike Eason; Lynn Buchanan; at FETC
- 4. FAEDS sponsorship of a pre-session(s) and presentations oriented to teachers/instructional applications technical or infrastructure support.** For the past four years this has taken the form of an Internet Safety Workshop (via iSAFE, contact = Jonathan King) which has had EXCELLENT reviews and full participation. Participants not only learn about the range of Internet security and safety issues, how to handle or respond to these... also results in each participant receiving formal certification. FAEDS also does at least one co-sponsored highlighted session (NOTE: this is often a joint presentation - depending upon the topic - with the FETC liaison also introducing and presenting sometime significant parts of this session)Contact: Mike Eason/Lynn Buchanan Timeline: finalize by August-December
- 5. Advertisement of the FAEDS Scholarships for Teachers, including recognition of the award recipients:** a. an advertisement in the FETC program; b. a flyer for distribution at the FAEDS booth at FETC; c. a video clip that runs continuously at the FAEDS booth at FETC. Contacts: Ronica Walker/Mike Eason/Lynn Buchanan; Timeline: get this to FETC by December
- 6. Set-up and manning of the FAEDS booth at FETC.** Including: a. information vi(NOTE: this is often a joint presentation - depending upon the topic - with the FETC liaison also introducing and presenting sometime significant parts of this session)a a video clip and hand-out about FAEDS; encouraging memberships and general information about the association; b. FAEDS booth set-up and display (note: this takes some time. logistics, make-sure-it's working, everything is ready & updated on-time; transportation arrangements to get everything there and set-up on time (before the conference key note start). Also to arrange FAEDS representatives and "manning" of the booth to provide information on FAEDS. Also, responsible for the take down of equipment and display - on-time; STORING the equipment (display, screen, projector, soon - a PC) for use at all FAEDS and FETC events. NOTE: we have always had a favored booth location, communicating, assurances, timely set-up; active and useful booth activities; and timely take-down and feedback to "FETC Central" (i.e. Veronica Walker, et al) is essential. Each year we also provide attendee support services via the booth (to help both with participant interest in the booth; also to increase participant flow to the booth and FAEDS information. Contacts: FAEDS Board and President; at FETC
- 7. FAEDS Board Approvals:** Annual Budget needs: there is a budget & funding for FAEDS/FETC activities each year as part of the annual budget, reflecting costs relating to the above items: co-sponsored pre-sessions/workshop costs AND highlight session/sponsored speaker costs (FETC pays some, but this only covers a small share of the workshop and session); booth update costs (we continue to improve the booth display, set-up, and related electronics for the booth and the sessions/presentations (which are also used for FAEDS conferences, drive-ins, special sessions, etc.); also booth manning (sometimes tech support staff from respective FAEDS member associations relating to the functions offered via the booth location. NOTE: for the past three years for

example, Jonathan King from iSAFE has done the pre-session, done a jointly sponsored highlighted session; these expenses are part of the funding request to the Board. Also, input, ideas, and arrangements/planning for the FAEDS Booth and FETC activities require Board review, input, and approval (typically at the Board meeting after the fall conference). Contacts: FAEDS Board President, Vice Chair/Program Committee; Timeline: FAEDS Board meetings - June-November.