

**So you want to facilitate a virtual IBMA networking session? Follow this guide...**

Please give **at least two weeks notice** for all networking sessions.

**Directions:**

1. Email the appropriate IBMA Vice-President with the name of your school, subject session you will be hosting, proposed date and time for your session, and the online platform you will use.

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1. Once you hear back from the VP, check the related documents and complete the registration template found on IBMA’s website under “networking”. Clearly state time and date, session’s outcomes, and include a link to the online platform you plan to use (if virtual). Your session should last a maximum of 1 to 2 hours if virtual – longer if in person.
2. Email the completed registration template to John Day, Executive Director, at johnLday@mac.com and cc your programme VP . John will post the documents on the IBMA web page and also email coordinators to let them know that the session details have been posted.
3. As you receive registration forms, make note of the responses to the question “What topics would you like to discuss at the Networking?” These responses will assist you to plan an agenda for the session.
4. Create an agenda that best meets the needs of the participants. As the facilitator you are encouraged to lead discussion based on the established agenda.
5. For virtual networking sessions share the following norms with participants:
* Check audio/video ahead of time
* Mute your microphone and enable your video
* Join the session on time
* Introduce yourself using the chat feature
* Be collaborative
* Bring ideas to share
* Be prepared to share concerns and solutions from your program/classes with the group.
1. You will receive an honorarium for facilitating a networking session. For a 90-120 minute session (often virtual) the honorarium is $200. For a 3-4 hour session it is $400. See below...

**To receive the honorarium:**

1. Complete the attendance sheet found on the IBMA web site.
2. Ask participants to complete an evaluation of the networking and email to you.
3. Pdf and email the attendance and reimbursement form above to Avani Mack at avani.mack@k12.dc.gov . Make sure that you indicate your full name and address.
4. Send agenda along with minutes from the meeting and any resources John Day at johnLday@mac.com .