Start Your Own CyberQuest

		Recommendations for Year 1	Our Experience from Year 1
1	**Organizers**	Get a nucleus of people who are willing to organize and advertise the event	We started with four people as the organizers.
2	**Core Groups**	Leverage support from groups of teachers i.e. BTSA and local staff development initiatives.	Technology leaders from the schools were our initial supporters. We also had a Master of Arts in Educational Technology that we "coerced" into being coaches and volunteers.
3	**Building Support**	Champion your idea with different groups i.e. administrators, teachers, parents, librarians	Attend a few meetings and talk about what you are going to do, why you are doing it, and how they can help.
4	**Developing Coaches**	Find coaches and provide the training they need to facilitate successful teams. Let them see examples of previous teams. Take them through the relevant parts of the Coach's Handbook and the rubric.	We started with just a concept and have developed our materials from there.
5	**Training**	Provide training on electronic research skills, multimedia skills, presentation skills, and facilitation techniques.	We had classes but a lot of the first year was just brave teachers that were not afraid to try something new.
5.1	**Facility**	Start with it as a school or district event using classrooms or an auditorium. Work out the glitches and build from this first experience.	We started with 25 teams in two classrooms plus a staging area. The rooms were very crowded and the air conditioning was not working but it worked. It was successful enough that our coaches signed up for another year.
6	**Database**	Organize your support group and coaches with a good database and email.	When we started, only half the coaches had email. It required a lot of mailing, faxing, and phone calls. Now we depend on electronic communication.
7	**Funding**	Be sure to charge enough to take care of expenses or have the some backing.	We came close to breaking even but we were fortunate to have the backing of our county office.
8	**Equipment**	See the Coach's Handbook for information on recommended equipment for the teams. The Basics: Each room needs an LCD projector, laptop, speaker(s), plus all the cords Additional: a microphone is nice when you go to larger room.	We had schools bring in their presentations on desktop computers and it was a real strategic challenge. Some that brought their presentation on disk were missing media files.
9	**Videotaping**	2 video camera setups/room to tape the students and the screen and combine them later with a video mixer (a good project for a videography class).	We tried one video camera getting both participants and the screen and it was not effective. We provided a copy for the coaches for free and sold them to parents.
9.1	**Publicity**	Get an article published in the local papers. Look for the different newsletters and publications to publicize.	We had a press release and many of the local schools had an article published after the event in their local papers.
10	**Awards**	Decide on what types of awards you will use. We can help in medal and certificate design.	We gave trophies and plaques but are now moving towards medals and certificates.

		Expanding for Year 2+	**Our Experience from Year 2+**
1	**Organizers**	Get a nucleus of people who are willing to organize and advertise the event	Our organizing team is still small.
2	**Core Groups**	Build from initial group of supporters. Look at already formed groups and the BTSA program. Keep your support groups informed through electronic communication.	We have a nucleus of teachers and build from there during the year through our contacts with educators. We will now incorporate BTSA teachers as it fits well with Standard 16 requirements.
3	**Building Support**	Put on workshops for educational groups. Work the concept into Technology Use Plans (most all the plans mention multimedia production). Have the students put on their presentation for the local school board, parent groups, and community groups.	We keep the name out front through individual contact and enlisting the support of local technology leaders.
4	**Developing Coaches**	Continue to provide staff development opportunities. Enlist the assistance of experienced coaches as mentors. Provide differentiated instruction.	We do mini-CyberQuest workshops with teachers as the participants. We offer beginning and intermediate courses on research and multimedia tools. We have videos for checkout from past CQ events (very helpful) and we are developing online materials.
5	**Training**	Provide training on electronic research skills, multimedia skills, presentation skills, and facilitation techniques.	We had classes but a lot of the first year was just brave teachers that were not afraid to try something new.
5.1	**Facility**	The facility makes a huge difference. Look for a place that can handle the volume and book it a year in advance.	We use our local convention center. It has larger rooms for presentation and an even larger room for awards. The drawback is expense ($3500).
6	**Database**	Keep adding to your database including volunteers.	We continue to build our database and rely less on paper and telephones.
7	**Funding**	Be sure to charge enough to take care of expenses or have some backing. You may want to get sponsors especially if you move to a larger facility.	We have several sponsors that help offset our costs.
8	**Equipment**	Learn from each year and build from there.	We try to learn from each year and train our coaches to be more tech-savvy.
9	**Videotaping**	Have the previous year's video available for checkout. It is a great learning tool.	Our video is still not the level we want but using two cameras and mixing seems to make a passable product. We put our tapes on checkout from our library. Tapes are ordered at the event. We provide a free copy of the tape for the coach.
9.1	**Publicity**	Get an article published in the local papers. Look for the different newsletters and publications to publicize.	We have press releases and many of the local schools have articles published after the event in their local papers.
10	**Awards**	Decide on what types of awards you will use. We can help in medal and certificate design.	We gave trophies and plaques but are now moving towards medals and certificates.