



CENTER FOR INTERACTIVE
LEARNING & COLLABORATION

EXPANDING BOUNDARIES. CHANGING LIVES.

Read Around the Planet 2024 Coordinator Packet



What is the “Read Around the Planet” Event?

Read Around the Planet celebrates the use of interactive virtual learning to promote literacy! This multifaceted Global Virtual Exchange event encourages collaborative connections among peers by matching school groups for live virtual visits where they work together on reading activities.

Those who register to participate in the Read Around the Planet (RAP) receive the following:

- ◆ FREE virtual seats for all learners to the educational livestream to kick-off RAP
- ◆ Match to peer group that align in learning level and collaboration criteria
- ◆ Technical support preparing for the virtual exchange and facilitating the live event
- ◆ One-year [Cisco Webex license](#) (for those who do not already have)

This will be the 23rd year the [Center for Interactive Learning and Collaboration \(CILC\)](#) has sponsored Read Around the Planet in celebration of National Endowment of the Art's Read Across America as well as the International Reading Month. CILC is looking forward to hosting learners in primary and secondary schools around the globe in this virtual exchange event!

◆ Important Dates & Links:

Mark your calendars and share the registration details your education teams

Registration: November 10 - February 2, 2024

[Please click here to register](#) your class for **NO COST!**

Read Around the Planet Kick-Off Livestream: February 29, 2024

Educators can register for their [free virtual seat here](#).

RAP Virtual Exchange Connections Occur: March 4-8, 2024

These virtual meeting rooms will be built after matching occurs.

Groups will be matched between February 5-9. Matches will be informed via email that will also include **directions, contact details, activity packet, and Cisco Webex license.**



Are you NEW to CILC Collaborations or Community? We invite you to learn more about us, virtual exchanges, and become a Member for FREE here: cilc.org/join

***Disclaimer.** While we are using the term 'planet' in the name of this event to be inclusive, this does NOT guarantee schools an international connection. Groups will be matched randomly based on project criteria and geographical locations submitted during the registration process.

Quick Guide to Getting Started

Who Needs to Know About Read Around the Planet?

This unique Virtual Exchange Event is designed for PreK-12 learners in any in-person, remote, or hybrid learning environments. Spreading the word to the **educators in your school, district, and community** will help attract more student groups for even more dynamic literacy collaborations!

How Does RAP Work?

After completing the registration form, CILC uses the submitted details to match groups. Educators are connected to their match to plan the best activity for their classroom virtual exchange experience. After the RAP Kick-Off Event, groups connect on the day and time they have scheduled together for their live virtual visit.

What is Required From Those Registered?

There is NO COST to participate in Read Around the Planet, all that is required is the following:

- ✦ Complete the Read Around the Registration, honestly & in full
- ✦ Equipment to conduct video call
- ✦ Inform their internal team to ensure they have appropriate support
- ✦ Commitment to participating in the planned RAP programming

After receiving a match, organizing educators should work with their collaborative partners to ...

- ✦ Meet prior to the RAP Kick-off event to decide on literacy activity
- ✦ Select the day and time for virtual exchange connection between March 4-8
- ✦ Conduct a check prior to meeting date to ensure tech and materials are in place
- ✦ Arrange contingency plans should school or weather cause reschedule

Where Can You Find RAP Resources?

CILC will provide access to a Coordinator Folder in match emails, resources can be found here:

- ✦ Main form of communication will be email from info@cilc.org
- ✦ Promote to your teachers using this [Read Around the Planet Flyer](#)
- ✦ Download the [Teacher Packet](#) & [Activities](#) for those registered
- ✦ One-year Cisco Webex License will be sent via email to registered teachers
- ✦ Event Chart Templates for planning of the RAP progress & connects
- ✦ CILC will provide any technical support, if necessary

When Should I Be Involved?

You, as technology coordinators or directors, are key to making this event a success. We ask that you stay involved with your teachers to ensure students have a great experience by doing ...

- ✦ Collecting Information for Registration & Share Teacher Packet
- ✦ Make sure educators connect with their collaborative partner
- ✦ Set-up tech as well as communicate with internal staff for test calls and event
- ✦ Help teachers prepare the classroom, download Webex (when applicable), etc. .



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Important Reminders

To ensure a smooth event, it requires you to assist in planning among your educators or schools. Below will provide the important dates, RAP Pro-Tips, and technical information.

Important Dates & Links:

- ◆ November 10 - February 2, 2024: FREE Registration
- ◆ February 5-9, 2024: Groups are matched by CILC teams
- ◆ On or before February 12, 2024: Matches will be sent via email
- ◆ February 16, 2024: The final day to withdraw if necessary
- ◆ February 26-March 1, 2024: Conduct Test Call as Partners
- ◆ March 4-8, 2024: Read Around the Planet Connections

*Late Registrations have the potential to be unmatched, please register no later than **February 6**

RAP Pro-Tips

Based on feedback from past participants, CILC offers these promising practices in supporting your educators and schools hosting a successful virtual exchange experience for their learners.

Registration: Includes **all of the days and times your educators are available for best matching potentials**, limited days and times can cause a group to go unmatched. You will receive an email confirmation, should you not please send an email to info@cilc.org.

Scheduling: We invite you to download the planning templates linked in the RAP Resource section, **Should you be coordinating for multiple schools, we suggest you dedicate a day to RAP connections per school** so you can more easily assist educators.

Tech Check: Partners should have a test call prior to the event. We suggest **authentic tech check, by having educators connect with the same equipment and location they will on the day of their RAP connection**. The one-year Cisco Webex license will be issued to educators (that do not already have) upon registration for them to use before the event.

Rescheduling: While we stress commitment to RAP, we understand life, or technology, can happen. We suggest that **you have educators plan a back-up date and also identify the contact information for the main contact** should a life, school, or tech event occur.

Technical Requirements

RAP connections will be held via video call connection. This requires **each educator to connect with their partner teacher using a mobile, desktop, or videoconferencing unit. All those registered will receive a one-year Webex license (if they don't already have) with full meeting capabilities**. However, you are able to use the meetings platform you are most comfortable using.

Read Around the Planet Checklist



The Read Around the Planet event is a great activity for your students, so plan ahead, relax, and enjoy the activity with them!

Phase I: Registration

- ☐ Shared Flyer with educators and school districts to let them know about RAP
- ☐ Scheduled tech support for the RAP Connection days/times we're signing up for.
- ☐ Confirmed no conflicts on our school's standardized testing, vacation, and event calendars
- ☐ Registered/Assisted my teachers in registering for more than two days and times.
- ☐ Checked-in and assisted (if needed) to help with the download of Webex meeting account
- ☐ If applicable, scheduled equipment and learning spaces for RAP connections

Phase II: Partner Assignment

- ☐ All **partner** emails have been reviewed and verified that our site's information is correct.
- ☐ Ensure all educators have accessed their Resource folder
- ☐ Confirm that educators have reached out to partner about test call date
- ☐ Identified connection location, equipment, and connection method
- ☐ Provided or received the link for RAP Connection to be used on test call and event
- ☐ My Event Chart holds all contact, program, and technical details
- ☐ Necessary test calls are scheduled and all details noted on Event Chart
- ☐ Equipment is in working order and connection was successful
- ☐ (If applicable) Re-tested and found solutions from previous test call that was unsuccessful
- ☐ (if applicable) Connection date(s) and time(s) were arranged with the regional office.

Phase III: Presentation Preparation

- ☐ Ran through how technology will be used during the RAP connection
- ☐ Assisted educators with activities and presentations for the RAP event
- ☐ Reviewed the run through of the RAP event with educators
- ☐ All educators have a digital and/or physical copy of their Teacher Packet
- ☐ I have confirmed that partner teachers or coordinators are prepared for the event
- ☐ Registered all educators for the Kick-Off RAP Event hosted by CILC

Phase IV: RAP Activity Days

- ☐ Confirmed all educators will arrive 5-10 minutes early
- ☐ Have all essential contact information: room phone, tech contact, troubleshooting
- ☐ Made schedule to ensure I am able to assist each educators with connections



Are you having any trouble planning for Read Around the Planet? We are here to help you support your educators and schools. If the RAP Resource Folder does not have what you need, please contact info@cilc.org.