Thank you for submitting an event to the 14th annual Celebrate Learning Week (CLW) taking place from May 2–9, 2023.

This year’s theme is the Power of Place in Teaching and Learning. This guide will provide helpful tips to organize your session. Please note, you will be responsible for event logistics, facilitation and promotion of your individual session. The CTLT can assist with general promotion, and registration.

If you have any additional questions or concerns, feel free to reach out to Rachel Lee at rachel.lee@ubc.ca. Thank you again for your contributions to CLW, we look forward to all of your events!

BEFORE YOUR EVENT

Registration
All CLW events will use the CTLT event registration platform

• The CTLT will develop a registration event page with information from your submission form. We can provide you with registration number updates by request.

• Provided the event reaches your capacity limit, the CTLT will develop a waitlist.

• When participants register for your session, they will have an opportunity to indicate any accessibility needs. We will share this information. We acknowledge some requests may require several-weeks advance notice (e.g. sign language interpretation), please reach out to the Centre for Workplace Accessibility if you require any support with these requests.

• Email Rachel with any questions regarding your event registration.

Online Events
For online events that require Zoom:

• You are responsible for creating your own Zoom link and sharing the link, meeting ID and password with the CTLT Events team through the submission form.

• Participants will receive the Zoom information in an automated email when they register for the session.

• The CTLT will ask for an attendance list from your event after CLW has ended. This information can easily be pulled from Zoom. We will send this request, along with instructions after your event.
PLANNING YOUR EVENT

Facilitation

Online events:
• For a refresher on Zoom best practices, attend a CTLT Zoom workshop.
• The UBC Move U Crew has offered to facilitate 5-10 minute stretch breaks during CLW sessions. Connect with the Move U Crew directly to make a request.

In-person events:

Please be prepared with a back-up plan in the event of facilitator tardiness or illness.
• Take attendance at your session. The CTLT will provide you with the registration list prior to your event. Please print this out and have participants check off their name. Then take a photo of your registration and send it to Rachel.
• If you are planning to take photos or recordings of your session, please be mindful of the consent and planning documents required to do so.
• Face masks in public indoor spaces are optional.
• More information is available in a toolkit for event planners on the UBC Ceremonies and Events website.

Resources

We encourage consulting the Indigenous Strategic Plan, as well as other resources available at UBC.
• Indigenous Strategic Plan - The plan is the university’s response to the United Nations Declaration on the Rights of Indigenous Peoples and the National Inquiry into Missing and Murdered Indigenous Women and Girls’ Calls for Justice. It is also UBC Vancouver’s response to the Truth and Reconciliation Commission’s Calls to Action.
• UBC Indigenous Peoples’ Language Guidelines - Learn more about respectful use of language relating to Indigenous topics at UBC.
• Respectful Image Usage Guidelines - This guide offers practices and considerations to assist content producers working with images. It also addresses the appropriate use of Indigenous imagery.
• Indigenous Finance Guidelines - The Guidelines review current payment practices at UBC and highlight some of the differences in standard processes for the disbursement of funds to Indigenous partners.
• Indigenous Portal - Your pathway to learning about UBC’s commitment to Indigenous engagement at its Vancouver campus and an information resource for Indigenous students, faculty and the wider community.
• Indigenous Foundations - An information resource on key topics relating to the histories, politics, and cultures of the Indigenous peoples of Canada.
• What I Learned in Class Today Project - A research project that explores difficult discussions of Indigenous issues that take place in classrooms at the University of British Columbia.
• **BC Campus Indigenization Guides** - These guides are intended to support the systemic change occurring across post-secondary institutions through Indigenization, decolonization, and reconciliation.

• **The President’s Task Force on Anti-Racism and Inclusive Excellence Final Report** - This report highlights multiple recommendations and implementation guidelines on addressing the ongoing systemic racism, colonial barriers, lateral violence, and tokenism facing Indigenous people.

### Inclusivity and Accessibility

We encourage you to incorporate inclusive teaching practices, including accessible materials, content delivery and learning activities.

• Explore Universal Design for Learning (UDL) principles to make your presentation more inclusive and accessible.

• Watch the full webinar recording with Arts ISIT on Designing for Accessibility.

• Read about best practices for making open content accessible, outlined in the Open Educational Resources Accessibility Toolkit.

• Design a colour-blind friendly presentation by implementing tips and tricks on making your presentation more accessible to colour-blind people.

### Marketing and Communications

• The CTLT is happy to help promote your event under the Celebrate Learning Week umbrella, by featuring it on our [events page](#), on our [social media](#) and in various e-newsletters.

• We are sending out a CLW specific newsletter to over 6,000 UBC subscribers on April 18, 2023. Subscribe to our [events e-newsletter](#) to receive this copy.

• The CTLT will create a CLW branded graphic to promote your event, though we will request you find an image appropriate for your event. Please refer to the following image guidelines from [UBC’s Respectful Image Usage Guidelines](#) when sourcing an image.

• We recommend you share your event with your target audiences. You are responsible for specific promotion of your event. While writing social copy, please refer to the [Indigenous Peoples: Language Guidelines](#).
AFTER YOUR EVENT

Feedback Survey

- Feel free to make your own post-event participant feedback survey and distribute it at the end of your session.
- We recommend using Qualtrics. If you are looking for support working with Qualtrics, consider attending an upcoming Qualtrics Studio session.

Resources and Recordings

- We have created a CLW Resource Wiki page to host resources, handouts and recordings. Please email Rachel any resources you wish to be uploaded, before or after your event.
- When thinking about recording your event, consider the impact of participants’ comfortability in participating fully in any discussion and/or Q&A portion.
- If you are recording your session, you will be responsible for uploading this video onto an easily accessible platform. Please share this link in an email with Rachel after the session and we will link to the video on the Wiki page.