**2023 VICTORIAN YOUNG LEADERS: GLOBAL YOUTH FORUMS**

**Key Information for Teachers**

1. Key Dates & Times

**Teacher Briefing**: 3.45 pm - 4.30 pm (AEDT), Thursday 2 March

**Student Briefing:** 3.00 pm - 4.00 pm (AEDT), Thursday 9 March

**Day 1 (Pre-forum)**: 9.00 am – 3.00 pm (AEDT), Tuesday 28 March

**Day 2 (Main forum)**: 9.00 am – 3.00 pm (AEDT), **CHOOSE ONE** of the followings:

Option 1: Wednesday 29 March

Option 2: Thursday 30 March

Option 3: Friday 31 March

**Day 3 (Post-forum)**: 9.00 am – 3.00 pm (AEDT), Monday 3 April

1. **The Zoom Link**

All Zoom sessions for the event will use the SAME Zoom Link, as follows:

<https://unimelb.zoom.us/j/82800553890?pwd=WE0zQmxBcDJnYmdWOGlwd29qdFc0dz09>

Password: 643634

1. Resources

All learning activities are in the Student Handbooks and on the micro website:

<https://sites.google.com/view/vyl-global-youth-forum-2/introduction>

1. Student Groups for Zoom

Please allocate your school group into small teams with a number. They should log in as small teams to Zoom and change their Zoom name to a short version of school name and team number

e.g. if the school has 18 students attending, put them into teams of 3 or 4 students and number them. See the examples below.

**Examples ONLY:**

|  |  |  |  |
| --- | --- | --- | --- |
| SCHOOL NAME | SHORT SCHOOL NAME | GROUP NUMBER  | YOUR Zoom NAME |
| Australian International Academy  | AIA | Group 1  | **AIA\_GRP\_1** |
| MAN 2 Model Makassar | MAN2\_MOD | Group 2 | **MAN2\_MOD\_GRP\_2** |

1. **Active Supervision**

The Department of Education and Asia Education Foundation (AEF) expect that each school group will be supervised in their physical classroom by their teacher. While AEF are facilitating the forum days, will have staff present and some University of Melbourne (UoM) mentors assisting, it is the school and teacher’s responsibility to actively supervise their students at all times throughout the forum. In all single-school activities, teachers will be responsible for explaining the activity to students with the help of the Student Handbooks, and in facilitating the conduct of the activity for their school group. AEF facilitators and UoM mentors will be available online in these activities to assist as required.

**Checklist for Teachers**

**NB: Please ensure the completion of the following action items.**

***Before the forum***

|  |  |
| --- | --- |
| □ | Attend the teacher briefing on 2 March |
| □ | Complete the Teacher Pre-foum survey<https://www.surveymonkey.com/r/Cohort6Teacher-Pre> |
| □ | Email Ms. Supreya Blyth at s.blyth@asialink.unimelb.edu.au with the followings by **17 March:*** List of your students names & emails
* The option of Forum Day 2 (29 / 30 / 31 March)
* Attendance of the optional debrief and feedback sessions
	+ Option 1: Wednesday 5 April 12.00 - 3.00 pm (AEDT) - Online Session

<https://unimelb.zoom.us/j/82800553890?pwd=WE0zQmxBcDJnYmdWOGlwd29qdFc0dz09> (Password: 643634)* + Option 2: Thursday 6 April 10.00 am - 2.00 pm (AEDT) - Face-to-face at University of Melbourne
 |
| □ | Remind students to complete the Code of Conduct & Media Release Forms<https://melbourneuni.au1.qualtrics.com/jfe/form/SV_28ZarAW4TjYD9Oe> |
| □ | Remind students to complete the Pre-forum survey<https://www.surveymonkey.com/r/GYFPreCohort6> |
| □ | Help students to create name badges with their first name written on it in LARGE letters |
| □ | Ensure all necessary equipment (laptops, microphones, earphones and etc.) and software (Zoom) are available and tested |

***After the forum***

|  |  |
| --- | --- |
| □ | Complete the Teacher Post-foum survey<https://www.surveymonkey.com/r/Cohort6Teacher-Post> |
| □ | Remind students to complete the Post-forum survey<https://www.surveymonkey.com/r/GYFPostCohort6> |

