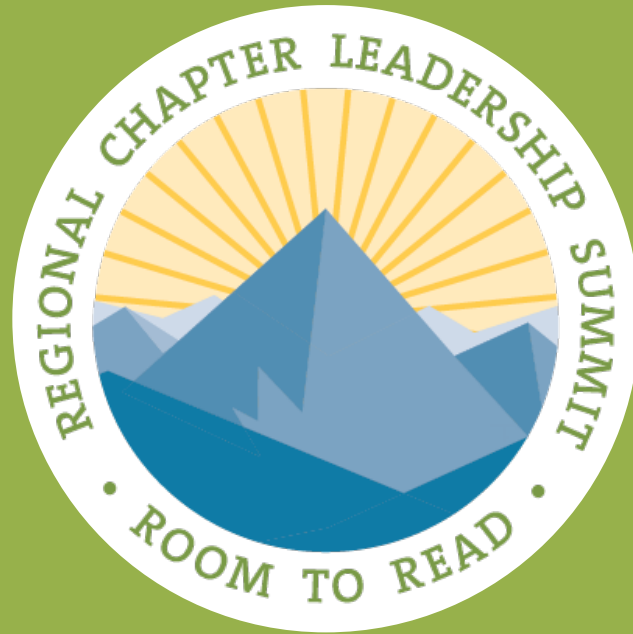


Step-by-Step Guide for Holding a Summit



The Regional Chapter Leadership Summit is an incredible opportunity for chapter leaders to come together as a regional chapter team to identify ways to work collaboratively and set sights on new horizons.

This ‘How to’ guide has steps and suggestions on how to host a Summit for your region. Each chapter region is very different so the Room to Read chapters team encourages customizing this plan to make it fit your region’s needs.



World Change Starts with Educated Children.®

Step 1: Review Chapters by Market

[Information as of June 25, 2019]

All active chapters that are a part of the Room to Read global network of volunteer chapters are listed below. If you are interested in hosting a Summit for the chapters in your region or a subset of your region, please reach out to the chapters team at Chapters@RoomtoRead.org. We'd love to connect with you directly and discuss next steps!

- **NORTH AMERICA**

- # of Chapters = 21
- Chapters = Aspen, Boston, Calgary, Cincinnati, Chicago, Dallas-Fort Worth, Greenwich, Houston, Los Angeles, Minneapolis, Montreal, New Jersey, New York, Ottawa, Salt Lake City, San Diego, San Francisco, Vancouver, Washington DC, Westchester

- **EUROPE**

- # of Chapters = five
- Chapters = Brussels, London, Milan, Paris, Zurich

- **APAC**

- # of Chapters = five
- Chapters = Brisbane, Hong Kong, Singapore, Sydney, Tokyo

- **SOUTH ASIA**

- # of Chapters = four
- Chapters = Bangalore, Mumbai, Quetta, Islamabad

Step 2: Organize & Delegate: Determine Summit Leadership Roles

For the Summit to be effective and beneficial for all participants, it's important that there is leadership in place to decide on location, date and time and help steer the gathering. The following are suggested roles and responsibilities for a Summit Leader and Summit Committee Leaders, to divide up the tasks so no one has to take on too much work or responsibility.

It's important to note that these are merely suggestions and that Summit leadership can be divided in numerous ways. For example, it may be more helpful to have one Summit leader

overseeing the Summit logistics and having every participant lead one of the workshop sessions, so that everyone in attendance has a leading role.

Determine what leadership role and responsibilities work for YOU and YOUR Summit!

SUMMIT LEADER

The Summit Leader is the overall leader of the Regional Summit — corralling committee leaders within your region to oversee planning, talking directly with Room to Read, and setting the stage for a great gathering. See below for more details.

Acting as Liaison with Room to Read Staff on coordination and execution of Summit

The chapters team is here with you every step of the way to make your Summit conference a smashing success. To do that, we ask that you stay in regular communication with us — send us any questions you have on content or planning, share any ideas or thoughts you have, and keep us updated with your Summit planning.

Your point of contact on the Room to Read team for the Summit conference is Cat Jones, who can be reached at Chapters@RoomtoRead.org. We will do our best to answer promptly and with the relevant information and resources you need. It's our job to make your job easier, so please, keep us in the circle of trust.

Setting the Stage

It's important to create a shared sense of community for the various chapter leaders who are coming from different cities, backgrounds and experiences. To create a warm and welcoming environment, all participants must feel valued, seen, and heard so that there is the opportunity to open up and be vulnerable. As the great researcher, Brené Brown, once shared, "Vulnerability is the birthplace of innovation, creativity, and change." As Summit Leader, set the right tone as you welcome everyone, and guide discussions as needed to ensure a positive, productive environment.

SUGGESTED SUMMIT COMMITTEE ROLES

1. Event Planning Lead

Venue and Location:

As the old saying goes, "The three most important things in retail are location, location, and location." Well, the same can be said about the Summit. The most important aspect of the Summit location is finding a space (preferably with little to

no cost) that everyone can easily access and feels comfortable and inviting. See step four, “Determine a location”.

The Event Planning Lead will oversee this process of finding and securing a Summit location and making sure the amenities are in place to hold a Summit.

Food:

One of the most important parts of any conference — food!

Room to Read has set aside some funds to help cover the cost of meals and snacks for each gathering. Please email us the number of chapter leaders attending your Regional Summit, as well as the number of days (3 days max), and we’ll share with you a budget we can provide for every attendee.

Agenda:

Tailor the workshops and videos in the Summit toolkit to YOUR market and cut out content that is not pertinent to your region’s needs. Is there information that you think is important to add? Add it! Feel free to edit, change, update, cut, copy, paste, delete any and all content! Do what is right for you and your chapter region to make this Summit worthwhile. If you do make changes, please let us know. We’d love to see what you come up with. Please share any content you create by posting it on the Chapter Facebook page so other chapters can use your content creations as well.

2. Communications Lead

Emails to Members & Reminders:

Just as the US speech writer, James C. Humes, once said, “The art of communication is the language of leadership.” Communication is key to a well-run, organized and productive Summit. The Communications Lead will be in charge of communicating directly to Summit participants with information and updates on the Summit.

Invites/RSVPs:

This person will also oversee creating the Summit invitation and managing the RSVPs.

3. Day-Of Support Lead

Note-Taking:

It’s important to have a collective document with detailed notes on topics discussed during the Summit, workshop highlights, and questions and to-do’s that arose. It is highly recommended that a note-taker is assigned for each session so information isn’t missed and that everyone has a resource to return to if and when they have

questions.

Printing:

Printing the agenda, worksheets, and templates for the day is an important job to make sure attendees have what they need to engage with each activity.

Tech Support:

Let's be honest, technology can sometimes feel like it has a mind of its own — and at the worst possible times. Tech difficulties can be frustrating and become a big hurdle if the support isn't present. Someone with savvy computer skills can assist day-of to help with setting up a laptop and TV/projector (if possible) to play YouTube videos and pull up links or documents as needed. And it's always a good plan to test tech systems in advance.

Step 3: Pick a date

Finding a time that works for all Summit participants can be tricky, so the Chapter Team suggests creating a google survey or a Doodle poll with a few options so everyone can share their availability.

Step 4: Determine a location

The vision for the Summit is that it can be held in any space that is accessible, welcoming and can physically hold all Summit participants — so the possibilities are endless! It's important to be creative when considering a venue for your Regional Summit that will cost you and your fellow chapter leaders little to nothing. If someone is willing to host the group in their home for the meeting times (not necessarily overnight), that can allow for a free, comfortable environment. Other options to consider are public spaces in your community, for example: libraries, community centers, chapter leader's home/family room, wellness center, conference hall/room, co-working spaces, or any restaurants or businesses that will offer their space for free. If you are holding a Summit in one of our existing chapter cities, we recommend you leverage the relationships and connections you've built to find somewhere to meet.

When considering location, it's important to think of the physical space. Are there hotels

in the area for outside Chapter Leaders to stay in if they're coming from out of town (or cut costs and have a slumber-party in one of the homes of a chapter leader within the Summit city)? Is there parking or public transportation for Chapter Leaders to use? How many people can fit in the space? What kind of tech capabilities are there? Is there a TV or screen to plug into to show a video? Will you be able to bring food and drinks in?

Think of the space where you usually hold a chapter meeting or event and use that as a tool for when you're working to find your Summit location.

Step 5: Create a Summit Schedule

The Chapter Team has created a sample two-day schedule (see below) for your Summit to maximize the time you have together. However, if a one-day meeting is better for your group, then choose the workshops that would be most beneficial to you and your members in the time you have allotted.

Review the Summit workshops and corresponding hour-long activities and decide as a Summit team what workshops fit your region and market — and if there are any you'd like to omit or focus on that are not included. Please note that at the end of first day there is a 15-minute slot to reflect and debrief on lessons learned and key takeaways. See the 15-minute reflection worksheet below.

Note that within the sample schedule, there is a workshop time slot allotted to schedule a call with Room to Read. The call with Room to Read will provide you and your Summit team the opportunity to connect with a Room to Read staff member directly and hear updates on the work we're doing around the globe to end global illiteracy and gender inequality in education. Please note that although the call is scheduled for 1:15-2:15 on day two, the call can take place within any of the 10 workshop time slots. To schedule a call with Room to Read, see step seven below.

Step 6: Customize

It is important that you and your Summit team customize the content to make it yours. Everything the Chapter Team has created is for YOU — and therefore, it's important to get the best and most out of it. Edit, add, delete, create and change these resources to make them fit for you and your Summit team.

Step 7: Schedule a call with Room to Read

Once you have your Summit details confirmed with your team members, notify Chapters@RoomtoRead.org preferably one month in advance of your Summit. That way, we can assist you in the launch of your Summit and answer any questions or concerns you may have. We can also find a Room to Read staff member that is available for your hour-long call slot.

When you reach out to the Room to Read Chapters Team, please use the subject line “Summit Support Call” and include the following information:

1. SUMMIT DATE

- Example “Saturday, November 9- Sunday, November 10th 2019”

2. SUMMIT LOCATION

- Example: “Community Hall conference room in Never-never land, CA”

3. SUMMIT CHAPTER LEADERSHIP MEMBERS ATTENDING AND CHAPTER THEY ARE REPRESENTING

- Example: “Suzie Q, Atlantis Chapter Leader”; “Bono, London Chapter Core Committee Member”; etc.

4. THREE POSSIBLE TIMES FOR A SUMMIT CALL WITH ROOM TO READ STAFF MEMBER

- Example: “Saturday, November 9 anytime from 9-4 EST”

Step 8: Connect as a Summit Chapter Team

Once your Summit logistics are finalized with Room to Read after your Summit Support call, it’s time for you all to connect as a Summit Chapter team to determine next steps (Can someone assist with pick up at the airport? Would anyone like to carpool from the train station? Who is going to bring the Uno card game for a break? Can anyone make homemade guacamole to snack on? You know, the necessities). The Room to Read Chapters Team suggests creating a Summit Facebook group, email chain, WhatsApp texting group, Slack channel, or all of the above, for everyone to connect and share updates on Summit logistics and arrival dates/times!

We’re so excited to begin this Summit journey together! If you have any questions, please feel free to reach out to the chapters team at Chapters@RoomtoRead.org.

Appendix A: 15-Minute Reflection Worksheet

As the great researchers Kraft & Kielsmeier once stated, “An experience without reflection is just that: an experience.” It’s important to take the time to look back on the lessons learned today to not only discover a deeper meaning and understanding of concepts and ideas shared, but also to make the most of the time spent together at the Summit and ways in which you can bring back your learnings to your chapter.

For the first seven minutes, individually write down...

What are three things learned today?

1. _____
2. _____
3. _____

What are three take-away points from today to bring back to your chapter?

1. _____
2. _____
3. _____

What questions does this bring up for you that you’d like to raise during tomorrow’s Summit workshops?

Now as a Summit team, for the next seven minutes, go around the room and share one key thing learned today. Jot down anything you want to share with your Chapter or remember for tomorrow and beyond.

Appendix B: Two-Day Sample Schedule

SATURDAY	SUNDAY
8:00-9:00 Arrival; Light Breakfast Available	8:00-9:00 Arrival; Light Breakfast Available
9:00-10:00 Welcome and Introductions	9:00-10:00 Workshop 6
10:00-11:00 Workshop 1*	10:00-11:00 Workshop 7
11:00-11:15 Break	11:00-11:15 Break
11:15-12:15 Workshop 2	11:15-12:15 Workshop 8
12:15-1:15 Lunch (Funded by RtR)	12:15-1:15 Lunch (Funded by RtR)
1:15-2:15 Workshop 3	1:15-2:15 Call with Room to Read*
2:15-3:15 Workshop 4	2:15-3:15 Review Strategic Plan*
3:15-3:45 Break	3:15-3:45 Break
3:45-4:45 Workshop 5	3:45-4:45 Wrapping Up: Summit Reflection and Debrief
4:45-5:00 15 minute reflection	4:45-5:00 Goodbyes

**Note that the 'Call with Room to Read' and 'Review on the Strategic Plan' time slots can be during any of the 10 workshop times (ex: move the Strategic Plan review to Workshop 1 time, Saturday from 10-11am). Don't forget to email Chapters@RoomtoRead.org to schedule a call with Room to Read (see Step 7 above).*