**II Summit** – Half-day event for networking, sharing information, practicing skills, and building community.

**Some planning tips:**

1. Assemble a planning team of interested practitioners.
2. Determine a purpose and agenda for your summit (see separate example documents from Northwest and Midwest regions, and separate Possible Facilitation Summit Series document).
	1. Do you have any data to help determine purpose?
	2. What about a short survey to key/interested practitioners?
	3. If you’re looking for purpose ideas, check out [The POGIL Project’s Strategic Plan](https://pogil.org/about-the-pogil-project) and mission/vision/values.
3. Determine who you’re going to invite (this can happen in conjunction with #2).
4. Set a date, time, and place for your summit.
	1. Scheduling considerations: holidays, religious or otherwise; high school vs. college calendars; accessibility.
	2. Other thoughts, depending on invitees/agenda: Is the space comfortable for everyone? What about refreshments? Parking? Public transportation? Materials? Wifi? Contact person for questions?
5. Determine how you’re going to get the word out and who is going to do it. Be sure to ask people to RSVP by a certain date so you’ll know how many to expect.
	1. Ask people about food allergies to help plan your refreshments.
	2. Ask about other info that will help plan the summit, such as discipline, level, etc. Use this information to select activities during the summit.
6. Let the POGIL National Office know about your summit so they can post it on the POGIL event website (email marcy.dubroff@pogil.org). The POGIL office can also provide you with a list of practitioners in your region, along with email addresses.

**At the event:**

1. Select a person to facilitate the event and keep things on track.
2. Have someone available to welcome people to the event.
3. Depending on the size of your summit, have name tags available so people can get to know each other more easily.
4. Pass around a sign-in sheet to gather contact information to share with the others at the summit and with the POGIL National Office. Include a check box that asks people if they want to receive POGIL emails, if they aren’t already in the database. Ask people to *Like* [The POGIL Project’s Facebook](https://www.facebook.com/pogil.org/) page.
5. Have participants complete the [SII Form](https://forms.gle/mHCMZSwt2F5xUnVj7) for feedback.
6. Determine next steps/next contact at the end of the agenda to keep people engaged.

**After the event:**

1. Share SII information with POGIL Regional network team
2. Fill out [Google Form Report](https://forms.gle/NG91hr3NR1zC5yb28) for the POGIL Project.
3. Reach out to participants-
	1. Challenge them to do a POGIL activity (if new to POGIL)
		1. Have each participant provide feedback (google form - could be activity specific) on strengths and weaknesses following using an activity in their classroom (could possibly guide future summits)
	2. For experienced participants, bring up mentoring and writers collaborative