

SCRATCH[™] Educator Meetups
Organizer Guide





September 2025

Welcome to the Scratch Educator Meetup Community!

Scratch Educator Meetups are localized, professional learning communities developed for and by educators. The Meetups model supports multiple pathways for educators to develop as creative learning and creative coding practitioners through participant-generated focus topics and just in time support. Meetups also provide the opportunity to scale understanding and implementation of creative learning and creative coding through dissemination of educator resources and participation in Scratch workshops, events, and conferences.

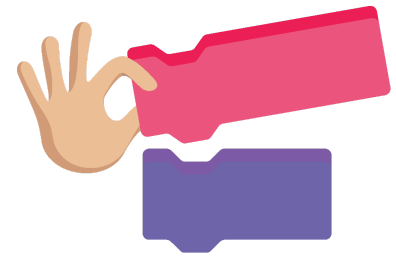
Ready to launch your Scratch Educator Meetup? We provide a collection of creative learning materials on the [Scratch Foundation website in our Learning Library](#), available to all groups excited to start their own SEM Community and share a commitment to equitable creative coding. This guide is your ultimate game plan, packed with easy-to-follow steps. We'll walk you through everything: from pre-meetup prep to post-event reflection. Each step comes with a clear overview, detailed explanation, and real-life examples to spark your creativity.

Additionally, if you are interested in using the Scratch brand in your SEM materials, please complete this [Non-Commercial Curriculum License Agreement](#), which will allow you to use and share the Scratch name and logo.

Sincerely,
The Scratch Foundation
scratchfoundation.org

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1.

An Introduction to Scratch Educator Meetups

[Scratch](#) is a versatile programming environment that empowers learners of all ages, from young people to seasoned professionals, to engage in creative and collaborative projects. Recognizing its potential, the Creative Computing Lab at Harvard Graduate School of Education launched the Scratch Educator Meetups initiative in 2012, developing an active network of predominantly US-based groups. In 2020, the Scratch Foundation took over management and support for the initiative, scaling Scratch Educator Meetups to an international community of practice. And in 2025, the Foundation transitioned Scratch Educator Meetups to a self-service model, providing resources (like this guide) to groups interested in supporting their own local educator community.

The Scratch Educator Meetups initiative aims to cultivate a vibrant community of creative coding practitioners, via opportunities for social interaction, learning, and collaboration. Through in-person and virtual gatherings, Scratch Educator Meetups foster a supportive environment where individuals can share ideas, learn from one another, and create innovative projects using Scratch.



"I love teaching and learning with Scratch. I think that there are endless possibilities for educators to integrate Scratch into their lessons and activities. What is lacking in the state at the moment is a collaborative space for educators to connect and learn about how to bring CS to their students. Scratch Educator meetups allow for us to begin bridging this gap in educator education." – LIZ WALSH, RASPBERRY PI FOUNDATION

The Scratch Educator Meetup Playbook

a **Place** (physical or virtual) for educators to make, learn, share, and connect with others

a **Community** of educators who are excited about creative learning

a **Movement** of educators who are democratizing access to computing education



Group Organizers highlight the innovative ideas and learning practices shared during their Meetup events.

Scratch Educator meetups are based on the [Edcamp model](#): collaborative learning experiences designed with participants in mind. Meetups began with an in-person model, but since the 2019 pandemic, organizers adapted to welcome virtual meetups as well. In this guide, we provide a light framework, but each Meetup group is encouraged to customize it to fit their location, needs, interests, and community.

We advise that all Meetup groups follow the **3+ model**: hosting at least 3 meetup events a year, either in-person or virtual.

This step-by-step guide was created to help you host a meetup. Strategies that worked for us might not be ideal for your context, so we encourage you to remix and reimagine our advice in whatever way works best for you/your community.



Get ready to unleash your Scratch Educator Meetup magic! You are welcome to customize the model for your local educator community. Let's make learning a collaborative adventure!

Three Key Objectives of Scratch Educator Meetups:

1. **Networking & Scheduling:** Set the tone of the event, creating opportunities for people to connect with each other and to make a more detailed schedule for the day, based on the group's interests. The meetup schedule is collaboratively constructed, with each participant contributing ideas for breakout sessions. Our Scratch Learning Philosophy focuses on helping learners develop their **thinking**, their **voice**, and their **identity**, a model that can be applied here.
2. **Exploring & Learning:** At the heart of the meetup should be the opportunity to tinker and play, as the larger group breaks out into smaller groups to explore ideas more deeply. Breakout sessions might focus on a particular age group (e.g., Scratch with third graders) or curricular area (e.g., Scratch in English Language Arts classrooms), on pedagogical practices (e.g., how to best support sharing in the high school classroom), or on technical features (e.g., exploring variables in Scratch). When designing for creative learning, we want to allow for a wide diversity of projects and room for Scratchers and educators of different experience levels to engage with the activity and discover something new (we frame this as low floors, wide walls, and high ceilings). Participants are encouraged to follow their interests, joining sessions that will be most useful to their learning. Sessions are intended to be collaborative and playful, rather than one person lecturing. Everyone is invited to contribute and engage.
3. **Sharing & Reflecting:** As the whole group reassembles, share experiences from the breakout groups and from participants' teaching practices. It is a time for discussing future plans, opportunities, and activities, as well as reflecting on the day's meetup experiences. Scratch's Creative Learning Spiral framework centers a process of imagining, creating, playing, sharing, reflecting, and then iterating (imagining again). We feel sharing and reflection are key steps in learning, and we endeavor to model that by making them a part of each of our workshops.



Scratch recommends at least three dedicated group organizers to plan and promote events.



Meetup events provide the space for rich dialogue, sharing ideas, and personal connection.



Benefits of Being an Organizer:

- ❑ **Grow Your Scratch Expertise:** Share ideas, learn new strategies, and get inspired by fellow educators who are pushing the boundaries with Scratch.
- ❑ **Support New Scratch Teachers:** Welcome new Scratch users and empower them to confidently integrate Scratch into their curriculum.
- ❑ **In-Person Professional Development:** The value of meeting and building relationships through engaging professional development is of high value for all educators.



People have many different reasons for hosting educator meetups





2.

Assemble the Team

A meetup is about building communities of practice around Scratch enthusiasts. While individuals can serve as Meetup hosts, working with others makes things easier and more manageable for the long-term success of the meetup, particularly on the day of each event.



In this section, we describe the organizer roles and suggest ways of finding co-hosts for your meetup. We recommend at least three co-organizers for in-person events, as there are many logistics to address. Virtually hosted events could be a one to two person feat.

Let’s break this down for both possibilities:

In-Person Events:

A successful event requires a well-coordinated team. This section outlines potential roles and responsibilities to consider.

Essential Roles for Success:

- ☒ **Master of Ceremonies**
 - Greets participants
 - Facilitates introductions among attendees
 - Sets a welcoming and inclusive tone for the event
- ☒ **Event Coordinator**
 - Maintains a holistic view of the event and objectives
 - Anticipates and addresses potential challenges, typically on the fly
 - Oversees the event timeline and agenda
- ☒ **Q&A Manager**
 - Collects and addresses participant questions



In-person events provide the space and time for hands-on tinkering!



In-Person Event Checklist:	
<input type="checkbox"/> Coordinate the venue <input type="checkbox"/> Promote the meetup <input type="checkbox"/> Secure funding <input type="checkbox"/> Set up the space <input type="checkbox"/> Coordinate catering <input type="checkbox"/> Manage registration <input type="checkbox"/> Documentation for meetup <input type="checkbox"/> Prepare participants for breakout sessions	<input type="checkbox"/> Clean up the space <input type="checkbox"/> Facilitate networking <input type="checkbox"/> Share announcements <input type="checkbox"/> Share event documentation <input type="checkbox"/> Build the schedule <input type="checkbox"/> Facilitate reflections <input type="checkbox"/> Communicate with participants <input type="checkbox"/> Event feedback

Virtual Events:

A vibrant virtual Scratch Educator Meetup thrives on the collaborative spirit of its organizers! Here's a roadmap to building a strong team that ensures a smooth and engaging virtual event:

Essential Roles for Success:

- ☒ **Warm Welcomer**
 - Greets participants as they arrive, creating a welcoming atmosphere
 - Facilitates introductions between attendees to help foster connections and build community
 - Can also collect and address participant questions
- ☒ **Event Maestro**
 - Takes a "bird's-eye view" of the entire event
 - Anticipates any technical glitches or challenges
 - Ensures the event flows seamlessly
 - Keep a close watch on the agenda and timing and provide guidance when needed

Virtual Event Checklist:	
<input type="checkbox"/> Choose and secure a virtual platform <input type="checkbox"/> Secure funding <input type="checkbox"/> Promote the meetup via social media <input type="checkbox"/> Manage registration <input type="checkbox"/> Documentation for meetup <input type="checkbox"/> Breakout room coordination <input type="checkbox"/> Facilitate networking	<input type="checkbox"/> Share announcements <input type="checkbox"/> Share event documentation <input type="checkbox"/> Build the schedule <input type="checkbox"/> Facilitate reflections <input type="checkbox"/> Communicate with participants <input type="checkbox"/> Event feedback

Tips on Team Formation and Coordination

- ❑ **Flexibility:** Adjust the number of roles and responsibilities based on event needs.
- ❑ **Pre-Event Meeting:** Schedule a meeting to clarify roles, objectives, expectations, and communication channels.
- ❑ **Visuals and Materials:** check out the [Scratch Educator Meetups Organizer Toolkit](#) for remixable resources to support your meetup.
- ❑ **Contingency Planning:** Develop a plan for unexpected challenges (e.g., technical difficulties, low attendance).
- ❑ **Post-Event Debrief:** Review the event's success and identify areas for improvement.

Scaling Your Team:

Depending on your event's size and complexity, you might consider adding more collaborators, for example:

- ❑ **Tech Whisperer:** This tech-savvy volunteer tackles any audio, video, or platform issues that might arise.
- ❑ **Social Media Manager:** Engages with your community as it grows via social media

Finding Fellow Scratch Educator Enthusiasts:

Scratch Educator Meetups wouldn't exist without the amazing contribution of Scratch enthusiasts. Search for Scratch enthusiasts in your area through online communities, your school, your district, your educational network.

Everyone is here to learn, so a deep knowledge or experience with facilitating Scratch activities isn't necessary for all co-facilitators. If at least one host has a strong knowledge of Scratch creative learning philosophies and practices, other team members can still be valuable in contributing to the creation of activities and taking on supportive roles while they deepen their Scratch knowledge. By investing time into forming a well-coordinated team, you can foster growing, memorable meetup experiences for all participants!



Meetup Organizers are part of a passionate global community focused on equitable creative coding.

3.

Decide on a Format

Meetups are as diverse as the communities they serve. To create a successful gathering, consider the following factors as you shape your Meetup's format and focus:



We've heard loud and clear from teachers: professional development shouldn't be a one-and-done experience. That's why we believe meetups should be the starting point, not the finish line. Let's create ongoing learning communities that support teachers long after the Meetup ends.

We advise that Meetups take place **at least three times a year**. This kind of frequency creates a community of ongoing professional development for its participants that they can count on. Furthermore, frequency grows your community, offering a unique blend of benefits for educators by allowing teachers to build knowledge and skills over time. By aligning with the school year, meetups address real-time classroom challenges and offer practical solutions. Plus, weekend gatherings and virtual meetups make professional development accessible without competing with busy school weeks.

A word on variety: There is nothing that says you can't interplay in-person and virtual meetups. Groups have shared that in-person meetups have the benefit of participants connecting more naturally with each other and having the opportunity to engage in hands-on tinkering and learning together. However, we have also found that virtual meetups are easier to organize and are facilitated over a shorter timeline, creating this ongoing professional development. Hosting a couple virtual events is a wonderful opportunity to invite other Meetup organizers or special guests to present an activity or share innovative ideas with your group!

The Scratch Foundation has seen a large variety of meetups, for example, we've seen groups meet once a month from September through June, on Saturdays from 10am until 1pm. This format is helpful for its regularity (learning in a sustained

Agenda

1:00-1:10	Welcome and Introductions Schedule Building		
1:10-1:15	Preparing for Breakout Sessions		
	Making Room	Breakout Room 2	Breakout Room 3
Session 1 1:15-1:40	1 SCRATCH Theme of Week	2 Adding Peripherals Moderator Pamela	3 Distance Teaching/Support Moderator Christine
5 minute share	Boredom Busters Hack My Window	5 MINUTE SHARE OUT	
Session 2 1:45-2:10	Moderator Andrew	2 Moderator Pamela	3 Moderator Christine
2:10-2:25	Share Out!		
2:25-2:30	Shout Outs Closing Survey		



Sample Meetup Schedule	
10:00am - 10:15am	Networking (15 min)
10:15am - 10:30am	Welcome and Introductions (15 min)
10:30am - 10:50am	Schedule Building (20 min)
10:50am - 11:30am	Breakout Sessions I (40 min)
11:35am - 12:15pm	Breakout Sessions II (40 min)
12:15pm - 12:45pm	Sharing and Lunch (30 min)
12:45pm - 1:00pm	Closing Reflections (15 min)

manner, over time), timeliness (learning during the school year, responsive to real-time classroom needs), and convenience (learning on the weekend, rather than competing with school-week demands). Other groups have met virtually four times a school year on Fridays for an hour and a half via Zoom. And some groups alternate between in-person and virtual! Community group needs and interests will help guide decisions on the best format.

4.

What will your meetup be like?	
Who will attend the event	
How many people might participate?	
How frequently will you meet?	
What day of the week works best?	
What time would the event start?	
How long will the event be?	



Money, Money, Money: Determine Funding Needs

The Scratch Foundation encourages you to make Scratch Educator Meetups free of charge to attendees. With that said, we know there will be some kind of expense to host a meetup depending on your format, and the range of cost can fluctuate dramatically. Let's break down the cost for both in-person and virtual meetups, and we'll provide a few ideas to offset your expenses.

In-Person Scratch Educator Meetups

Expenses have tended to fall into three broad categories:

1. Venue-related expenses, such as renting a space or paying for custodial services
2. Food and beverage expenses, such as providing lunch or snacks
3. Materials expenses, such as name badges, sticky notes, swag for participants, or tools for participants to experiment with during the Meetup



Virtual Scratch Educator Meetups

1. Many platforms can host your meetup easily, but be aware of any time limitation in the free version (typically 30 to 45 minutes of time allowance). Or your institution might have a professional account to share, which allows for longer meetings. In this day and age, many attendees will be familiar with a variety of video conferencing platforms.
2. A good WiFi connection for the host(s) and good audio and video quality is essential. Take the time to find a stable connection and consider investing in a quality webcam and microphone or headset to avoid future frustrations during the meetup.

To offset costs, consider these options:

1. Partner with local organizations: schools, universities, libraries, or community centers might provide a physical space or virtual meeting options without limitations for free.
2. Seek donations: Restaurants or grocery stores could donate food or beverages. Art stores might offer a discount on craft supplies, paper journals, markers, etc., or attendees may be encouraged to bring extra supplies they have access to for the group to use. Businesses might offer financial support or in-kind donations.
3. Create a sponsorship package: Use the sample sponsorship letter in the [Scratch Educator Meetups Organizer Toolkit](#) as a starting point.

5.

Location, Location, Location: Choose a Venue

Scratch Educator Meetups can be held in various locations, both physically or virtually. To ensure a successful gathering, consider these key qualities when choosing a space:



In the early years of Scratch Educator Meetups, meetings were held at the MIT Media Lab, an ideal location with ample parking, strong Wi-Fi, and flexible meeting spaces. As the Meetup network expanded outside of Boston, other venues were used to successfully host a meetup, including schools, libraries, homes, offices, or galleries.

To assist in your venue search, we've created two checklists for both in-person and virtual meetups:

In-Person Venue Essentials | Must-have features for a successful meetup:

- Fully accessible space for all participants to gather
- Rooms or a larger area that can be divided into multiple spaces for larger (10-20 people) or smaller (4-8 people) breakout groups
- Electrical plugs, power strips, and extension cords
- Large display or projector
- Free Wi-Fi
- Restrooms



Consider how your space can provide informal and more structured opportunities for connection.

In-Person Venue Extras | Desirable but non-essential amenities:

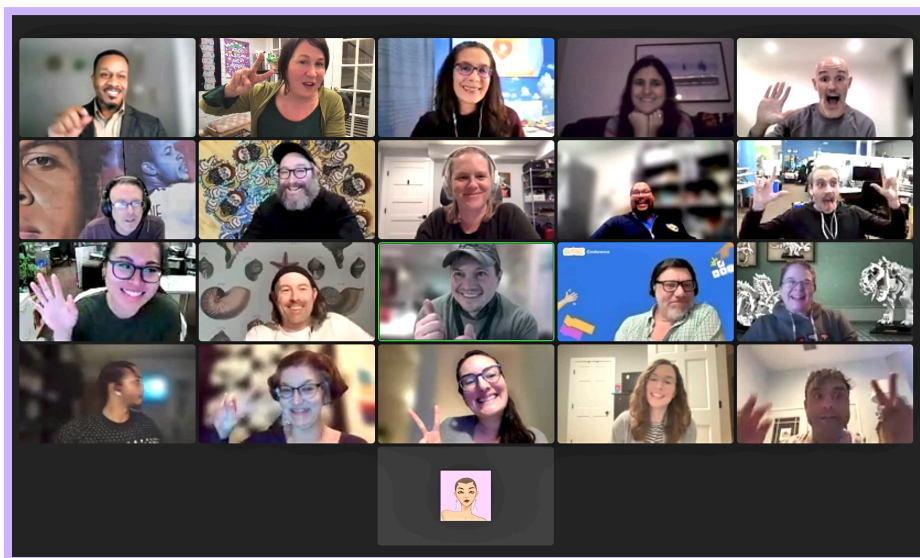
- ☒ Accessible to public transit
- ☒ Free parking
- ☒ Furniture that can be easily re-configured
- ☒ Extra tables for registration, food, and resources
- ☒ Access to extra computer hardware (e.g., laptops, iPads)
- ☒ Kitchen or food prep area
- ☒ Windows for natural light

Virtual Venue Essentials | Must-have features for a successful meetup:

- ☒ Reliable internet connection: a stable connection is crucial for video and audio quality
- ☒ Suitable video conferencing platform: choose a platform that suits your needs and participant numbers (e.g., Zoom, Google Meet, Microsoft Teams) and is fully accessible for all participants (for example options for closed captioning)
- ☒ Options for breakout rooms: ideal to facilitate smaller group meetings during the course of the main meetup based on experience level, interest area, etc.
- ☒ Audio and video equipment: ensure your microphone and camera are working properly
- ☒ Quiet environment: find a space with minimal background noise
- ☒ Good lighting: proper lighting ensures participants can see you clearly

Virtual Venue Extras | Desirable but non-essential amenities:

- ☒ Virtual backgrounds: offering a variety of professional virtual backgrounds can enhance participant engagement and professionalism
- ☒ Document camera or a setup that allows for ease of viewing when demonstrating physical items like Makey Makeys and micro:bits, unplugged activities, etc.
- ☒ Access to polls, collaborative documents, online resources, mapping applications etc.

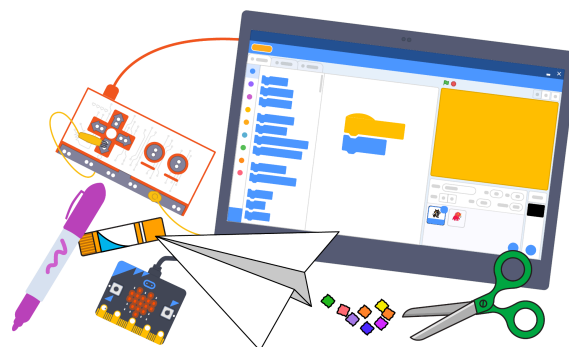


Virtual Meetups have the benefit of bringing together members and organizers from other groups around the world.

6.

Gather Supplies

While hosting a meetup doesn't require an extensive supply list, having a few key items can greatly simplify the process. We've assembled a toolkit of essential materials to enhance your meetup experience.



You may also want to encourage participants to bring a notebook, water bottle, fully charged laptop or tablet that can access Scratch and/or ScratchJr, and business cards (physical or virtual) for networking.

While many of these may be more suited to in-person meetups, virtual meetup organizers may want to refer to this list when communicating with attendees about what materials to come prepared with.

In developing our checklist, we considered these three specific categories:

- ❑ **Icebreakers:** Name badges to foster connections
- ❑ **Organization:** Markers, various sticky notes, craft supplies, signs to manage the schedule and flow of meetup
- ❑ **Logistics:** Extension cords to accommodate diverse tech needs during breakout sessions

What you'll need....

 <input type="checkbox"/> pens	 <input type="checkbox"/> sharpies	 <input type="checkbox"/> colored markers	 <input type="checkbox"/> pencils
 <input type="checkbox"/> whiteboardk / whiteboard markers	 <input type="checkbox"/> extension cords / power strips	 <input type="checkbox"/> multiple sizes and colors of sticky notes	 <input type="checkbox"/> scissors
 <input type="checkbox"/> tape	 <input type="checkbox"/> welcome signage	 <input type="checkbox"/> name badges	 <input type="checkbox"/> cups, plates, napkins, utensils



7.

Publish/Share Your Meetup

Now that you have all the logistics thought through, it's time to create and announce to the world your very first meetup. Creating a meetup event page is essential for attracting and informing potential participants, and a centralized hub provides details about the meetup, allows for registration, and fosters community interaction. Organizers may choose to publish and share about their meetup via a dedicated social media profile, a website, using a service like Meetup.com, via a newsletter, etc.

Things to consider:

- ☒ Is it an In-Person or Virtual event?
- ☒ Avoid Scheduling Conflicts: Research local teacher-oriented events to select an optimal date and time for your meetups
- ☒ Secure Your In-Person Venue: Confirm venue availability, including time for setup and cleanup
- ☒ Secure Your Virtual Platform: Confirm you have access to a virtual platform for your meetup
- ☒ Finalize the meetup schedule: Establish the official meetup date and times of at least 3 meetup events and publish these
- ☒ Consider using established hashtags to extend reach, like #ScratchEdMeetups, #ScratchEducator #Scratch



To encourage attendance, clearly communicate the event's benefits:

- **Networking and Socialization:** Highlight opportunities to connect with colleagues
- **Learn More About Scratch:** Emphasize the chance to deepen Scratch knowledge
- **Resource Sharing:** Promote the exchange of classroom and integration ideas
- **Incentives:** Offer free lunch, door prizes, special guests or parking to enhance appeal

A Word on Guest Speakers: Mix Things Up!

Having guest speakers is a fabulous way to reinvigorate events and provide some wide walls and high ceiling content for your group to explore! Feel free to invite other Meetup organizers, educational technology organizations (micro:bit, Makey Makey, Vernier, etc), or anyone else you think could share innovative resources or practices with your community.



A Word on Themes: Keeping Things Fresh!

Similar to guest speakers, organizing a Meetup around a theme can add an element of surprise and playfulness to your events. There are endless possibilities for themes you can ideate around based on your communities unique interests, culture, and location. Here are a few ideas if you need inspiration:

- ❓ **Host a Scratch Day Meetup for educators:** [Scratch Days](#) can be hosted any time of year and are a fabulous way to design an interactive and hands-on meetup event. [See our resources for loads of schedule and activity ideas.](#)
- ❓ **Physical Computing:** consider purchasing (or borrowing from your school/library/etc) a few physical computing devices such as [micro:bits](#), [Makey Makeys](#), and [Strawbees](#)
- ❓ **Scratch Lab:** explore our experimental block sets on [Scratch Lab](#).
- ❓ **Unplugged:** mix it up and include a variety of digital and unplugged activities ([see our Learning Library for ideas](#))
- ❓ **Scratch Learning Library:** check out a variety of computational thinking activities included in our [Scratch Foundation website's Learning Library](#) and learn more about [Scratch's Creative Learning Philosophy](#)

8.

Promoting Your Meetup

Meetups can range from small gatherings to large-scale events. To attract a diverse group of educators from various backgrounds and experience levels, effective promotion is key. Ideal attendees include educators from schools, museums, and libraries; those teaching subjects like computer science, visual arts, mathematics, STEAM, and social studies; and homeschoolers, community volunteers, or after-school organizers with varying levels of Scratch expertise.



To expand your attendee base, encourage current participants to invite colleagues and friends. Remind people that virtual Scratch Educator Meetups can be joined online from anywhere if you'd like to open your Meetups to others outside your local community.

Promotional Tips:

1. Build Your Contact List:

- ☒ Target educators, administrators, librarians, museum educators, etc.
- ☒ Include after-school program coordinators, professional development leads, and relevant learning groups.
- ☒ Spread the word at conferences: both in person and online.



2. Craft Engaging Materials:

- ☒ Design a digital poster for emails or social media posts, and/or print physical copies for local venues. Remixable templates can be found in the [Scratch Educator Meetups Organizer Toolkit](#)
- ☒ Highlight meetup benefits in messages and on posters

3. Spread the Word Across Channels:

- ☒ Email: Compose clear invitations and include the poster (PDF)
- ☒ Social Media: Announce the event with relevant hashtags and tag contacts
- ☒ Share the event in online educator forums

4. Account for potential no-shows (40-50% attrition)

- ☒ Keep in mind that typical event attrition is around 40-50%. That means that if 40 people RSVP yes, it is likely that only 15 or 20 people will actually attend.
- ☒ Send registrants an email reminder a week before the event, and then the day before the event, letting them know how excited you are to see them!

Social Channels & Hashtags

Established Hashtags:

#ScratchEdMeetups, #ScratchEducator, #Scratch

LinkedIn: [Scratch Foundation Page](#)

Facebook: [Scratch Team Page](#)

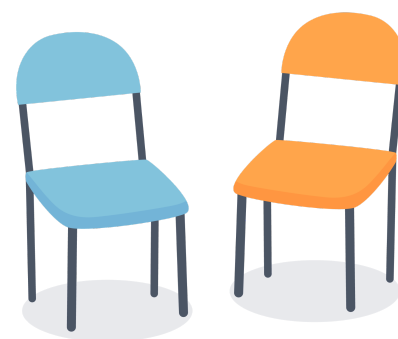
Twitter/X: [@Scratch](#)

Instagram: [Scratch Team \(@scratchteam\) • Instagram photos and videos](#)

9.

Prepare the Space

How you arrange your physical meetup space significantly impacts the atmosphere and interaction among participants. For instance, consider the difference between a room with rows of chairs facing the front and the same room with furniture configured into small groups. The first suggests a traditional lecture format, while the second encourages collaboration and discussion. By carefully considering your Meetup's goals, you can create a space that supports the desired activities and interactions.



When setting up a physical Meetup venue, we encourage you to focus on creating an environment that is comfortable, accessible, easy to navigate and play in, and encourages interactions between participants. Here is a suggested setup checklist for in-person meetups:



Logistics

- Transport all necessary supplies to the venue
- Arrange food delivery or pickup if applicable
- Ensure easy access to the venue (clearly mark entrances and consider, for instance, noting nearby parking options in pre-meeting communications and/or having clear signage)
- Welcome signage can be remixed from the [Scratch Educator Meetups Organizer Toolkit](#)

Registration and Welcome

- Set up a registration desk with attendee list, name badges, and pens
- Prepare any additional participant materials (craft supplies, handouts)

Space Arrangement

- Configure space for large and small group activities
- Post clear signage for navigation
- Ensure spaces are accessible to all participants (elevators if on higher floors, open floor plan to allow for wheelchair access, etc.)

Equipment and Supplies

- Display the meetup agenda and breakout schedule
- Set up and test tech equipment (laptops, projectors, Wi-Fi)
- Create a supply station with sticky notes, markers, etc.
- Prepare a refreshment area with necessary tableware

Atmosphere

- Promote the meetup with hashtags on signs. Feel free to make a unique hashtag for your group and include #ScratchEdMeetups as well
- Consider background music to energize people as they enter the space or during work times/breakout times

For Virtual Meetups:

- Check quality of your wifi connection prior to meetup
- Have ready all shared documentation, slides, agenda template
- Be ready to create breakout rooms on the fly
- Have a platform for sharing and organizing e.g., Padlet, Wakelet, a shared Google doc, etc.
- Familiarize yourself with the platform for sharing screens, websites, documentation, etc.
- Promote the meetup with hashtags in the chat. Feel free to make a unique hashtag for your group and include #ScratchEdMeetups as well
- Consider background music to energize people as they enter the space or during work times/breakout times

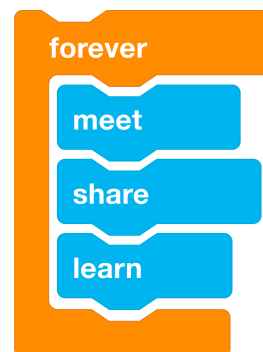


10.

Facilitate Networking

Aim to establish a creative and collaborative environment from the moment participants arrive. To achieve this, we suggest you greet attendees at the registration table where they sign in and receive a name tag. If virtual, greet attendees as they join the call and encourage them to keep their cameras on if possible. Set up icebreaker activities to encourage early connections.

What are your favorite icebreakers? Here are some of our favorite icebreaker activities (templates and examples for all activities are available in the [Scratch Educator Meetups Organizer Toolkit](#)):



Paper Facebook - Create a physical space for online-style interaction.

- ☒ Prepare Materials: Print out blank "profile pages" for participants to fill out. Provide markers and masking tape.
- ☒ Set the Stage: Display a few completed example pages on a wall as inspiration.
- ☒ Encourage Participation: Invite attendees to create their own profiles and share them on the wall.

Acrostic Poem - Create collaborative and personalized poems.

- ☒ Provide Materials: Offer paper, sticky notes, markers, and tape for this activity.
- ☒ Inspire Participants: Display sample acrostic poems on a wall.
- ☒ Encourage Participation: Invite attendees to write one word per letter of their name on the provided paper.

Image-ination - Encourage creative self-expression through visual storytelling.

- ☒ Gather Materials: Collect a variety of images (from calendars, magazines, etc.) and provide sticky notes, markers, and tape.
- ☒ Inspire Creativity: Display sample "image-ination" boards on the wall.
- ☒ Facilitate Exploration: Invite participants to choose an image that resonates with them and explain their choice using sticky notes.
- ☒ Encourage Diversity: Emphasize that all interpretations are welcome, from literal to abstract.

Making Faces - Make meaningful portraits.

Make meaningful portraits by arranging everyday objects into a self portrait! What objects can you find that might illustrate your personality or interests?



- ☒ Choose a piece of paper or cut out a shape for your background.
- ☒ Arrange the objects to illustrate your face.
- ☒ You won't be needing glue or tape! The objects need to be able to move around if you want to animate your portrait.
- ☒ Once you create your portrait -- take a picture for animating or to share in the chat.
- ☒ Virtual attendees: tip your device camera down to share your work in progress!

Icebreakers & Sentence Starters

- ☒ Pass around a bag of sentence starters, asking participants to pull out one strip of paper.
- ☒ Give everyone a moment to think about how they would complete their sentence.
- ☒ Ask participants to go around the circle, sharing their name and reading their completed sentence aloud.



Consider: what are engaging materials that are meaningful to your local community?

While many of the above icebreaker activities are designed for in-person events, several can be recreated via a [Miro board](#) or another whiteboard platform for virtual events.



11.

Welcome Participants

After a 10 to 15-minute informal networking period, gather participants in a space conducive to group interaction, or call the virtual meeting to order. The welcome should orient attendees to the meetup culture, outline the event agenda, and introduce key participants.

Here is a sample welcome script to help facilitate this process:

[Welcome to the Scratch Educator Meetup!](#)

12.

Build the Schedule - Co-Creating the Meetup Agenda



Inspired by the [Edcamp model](#), we encourage Scratch Educator Meetups hosts to explore a participant-driven approach to scheduling. Instead of predetermined agendas, participants collectively shape the meetup's content. This collaborative process is both exciting and dynamic. There's no strict formula for creating the schedule; the goal is to empower attendees as co-designers of their learning experience.

We encourage participants to suggest session topics based on their interests and needs. While this open format is ideal, organizers may choose to incorporate pre-planned sessions as well. Ultimately, the best approach is one that aligns with the group's preferences and evolves as needed.

1. Brainstorming Session (5 minutes)

- ☒ Share Your Expertise: Write down something you're passionate about and want to share with others.
- ☒ Connect with Peers: Identify topics you'd like to discuss with people who share your interests.
- ☒ Explore New Ideas: Write down something you're curious about and hope to learn from others.

2. Creating the Meetup Schedule - Prepare a visual schedule-building space (5 minutes)

- ☒ Designate a Space: Choose a prominent wall or whiteboard for displaying the schedule.
- ☒ Create a Grid: Draw a grid representing session times and breakout areas.
- ☒ Time Slots: Consider using two consecutive 40-minute time slots with up to four concurrent sessions.



3. **Session Topic Generation** (10 minutes)

- Brainstorm:** Provide sticky notes and pens for participants to write down session ideas. Encourage brainstorming by asking guiding questions. For example, someone might write, “supporting collaboration”, “working with fourth grade students”, and “hosting an information night for parents and administrators” on three separate sticky notes.
- Individual Contributions:** Each person should create a sticky note for each proposed session topic.
- Small Group Discussions:** Consider facilitating small group discussions to spark more ideas.

4. **Categorize Session Topics** (10 minutes)

- Gather Sticky Notes:** Collect all sticky notes and display them in a visible location.
- Form Categorization Teams:** Select 2-3 participants to group similar topics together.

5. **Select and Schedule Sessions**

- Choose Topics:** Select session topics based on the categorized sticky notes.
- Assign Time Slots:** Fill in the schedule grid with chosen sessions, considering room size and participant numbers.
- Create Digital Schedule:** Optional, for easy reference and projection.

Example Session Topics	
<ul style="list-style-type: none"> <input type="checkbox"/> Hosting Scratch PD <input type="checkbox"/> Supporting Diverse Learners <input type="checkbox"/> Scratch and Early Education <input type="checkbox"/> Scratch Across the Curriculum <input type="checkbox"/> Sharing Recent Learner Work <input type="checkbox"/> Standards and Assessment <input type="checkbox"/> Classroom Management <input type="checkbox"/> Scratch and the Arts <input type="checkbox"/> Scratch and STEM 	<ul style="list-style-type: none"> <input type="checkbox"/> Coffee Talk <input type="checkbox"/> Getting Started with Scratch <input type="checkbox"/> Scratch and Hardware Projects <input type="checkbox"/> Design Challenge <input type="checkbox"/> Scratch Game Activities <input type="checkbox"/> Scratch Maze Project <input type="checkbox"/> Designing Programs <input type="checkbox"/> Scratch Learning Library Activities

Building the Schedule Virtually

A typical virtual meetup has three main tools: a shared document, a sharing platform, and a slideshow:

1. **Shared Document**

- Pertinent information like day, time, link to virtual platform, docs
- Participant sign-in table to know who is present
- Agenda Template to be filled in
- Notes from Breakout Rooms



2. Sharing Platform

- Organizers have access to full platform for creating Breakout rooms
- Platform was tested so navigation is smooth and timely
- No time limits on platform (free platforms have time limitations)

3. Slideshow

- Visual of meetup
- Timeline for meetup

Remixable schedule templates available in [Scratch Educator Meetups Organizer Toolkit](#).

Session Times	Breakout Areas			
PART 1 10-10:40	Blue	Purple	Light Purple	Yellow
PART 2 10:45-11:25	Blue	Purple	Light Purple	Yellow

13.

Prepare the Space: Ready Breakout Sessions

Once the meetup schedule is finalized, it's time for participants to dive into the heart of the event: the breakout sessions. This section outlines the steps involved in launching these collaborative learning experiences (in-person and virtually).

To maximize the learning experience, you'll want to establish clear expectations before diving into breakout sessions. This includes setting ground rules for respectful and engaging participation, recruiting session facilitators, and clearly communicating session locations (physical spaces or virtual breakout rooms).

For Virtual Meetups, be prepared to create breakout rooms based on the number of participants, keeping in mind 3 to 8 attendees is optimal per breakout room.

1. Share norms.

Explain that participants can choose which sessions to join. Each person should aim to find a place where they can learn and contribute. Here is one suggestion for getting the most out of a meetup, courtesy of Dan Callahan and EdCamp:



Keep in mind the EdCamp Rule of Two Feet...

THE RULE OF



TWO FEET

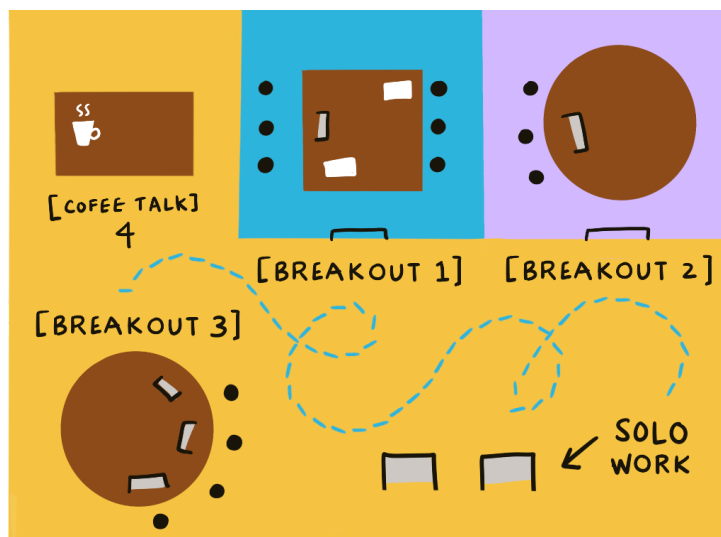
“[Participants are] encouraged to leave a session that’s not meeting their needs at any time... Make sure that everyone clearly understands that walking out of the room is not an insult to the facilitator or other participants in the room. On the contrary, it’s a commitment by everyone in attendance that they’ll maximize every second of learning time.”

2. Recruit volunteers.

Explain that meetup participants are encouraged to act as session facilitators, to keep track of time and ensure everyone has time to share. They don’t need to (and shouldn’t try to) lead the session, and they don’t need to prepare ahead of time. Share ideas, tips, and strategies with the facilitators to support great breakout session experiences.

3. Encourage documentation.

Notes, photos, and Scratch projects are all welcome! Encourage participants to create and share meetup documentation via a shared online document or social media. (A schedule and notes template for the meetup is available in the [Scratch Educator Meetups Organizer Toolkit](#).)



4. Review the schedule.

Before you break out, walk through the schedule, indicating where each session will take place (for virtual sessions, this would be the breakout room numbers by topic). Mention that there will be time for sharing—from the sessions, as well as anything people want to share from their practice—at the end of the meetup.



14.

Wrapping Up the Meetup

Let's wrap up with a group sharing session. Share your biggest takeaways from today, and don't forget to highlight any projects, activities, or upcoming events. Have a quick round of inspiration and ideas!

Streamlining Your Sharing Session:

1. **Tech Prep (Optional):** If you have a display or projector available, consider connecting one central laptop for presentations. This saves time as participants switch between sharing.
2. **Announce Sharing Session:** After breakout sessions, clearly announce the start of the sharing time. Encourage participation by inviting anyone with something to share, along with session facilitators, note-takers, or participants to offer brief recaps from their breakout sessions.
3. **Manage Sharing Order:** If there's a high volume of interest, create a list of participants who want to share and establish a time limit for each presentation.
4. **Spark Discussion (Optional):** If time allows after each presentation, consider a quick Q&A session (1-2 minutes) to encourage dialogue before the next presenter takes the stage.
5. **Wrap-Up:** Once presentations and announcements are complete, conclude the session by sharing information about the next meetup location and time. Encourage participants to stay connected through the group website, social media account, etc. You might also share about other virtual Scratch Educator Meetups you are aware of that are open to attendees regardless of location.

15.

Reflect on Learning

Make Reflection Time a Priority

After the sharing session, take a few moments to reflect on the participants' experiences. We've found that reflection is a crucial part of learning, but it can sometimes get pushed aside. That's why we encourage you to make it a priority and dedicate at least 15 minutes to it before the meetup wraps up. Take a few minutes to think about what was learned, what inspired you, and how these ideas can be applied to your work.





Structuring Reflection Time

To make the most of your time together and smoothly transition from sharing to reflection, use a structured approach. There are many ways to support reflection, like writing, discussion, or a combination. Reflection can be done as a group, in smaller teams, or individually. You can also use guiding questions or keep it open-ended.

1. **No-tech.** Choose one or two questions and invite participants to reflect with others. We particularly like using think-pair-share for supporting reflection.
2. **Low-tech.** Sticky notes are another favorite medium for reflection. You can invite participants to reflect individually on sticky notes and then share in small groups. If you're short on time, invite participants to share an impression on a sticky note and post it on the doorframe when they leave.
3. **High-tech.** One useful tool for group reflections is Google Slides. By copying and pasting a new slide into a shared presentation, each participant can have their own space to share their impressions with the group.

Whichever method you choose, reconvene and wrap up reflection time with gratitude. Thank everyone for joining today's meetup, and express your appreciation to your sponsors and supporters.





16.

After the Meeting

After the meetup ends, there are a few things to do to ensure your Meetups continued success. Here's a quick guide:



Immediately After:

- 📄 **Collect Materials:** Gather any handouts, notes, or evaluation forms.
- 📄 **Clean Up:** Leave the space better than you found it to ensure the possibility of using the space for future meetups.
- 📄 **Thank volunteers:** Express your gratitude to those who helped organize or facilitate.
- ☒ **Reflection:** After cleaning up, get together as an organizer team for 20 minutes of reflection on the highs and lows of the event. This reflection time has been extremely valuable for us in designing—and redesigning—the meetup experience.

In the Following Days:

- ☒ Share photos and highlights: Post photos and key takeaways on social media, and don't forget to use any established hashtags to further the reach (#ScratchEdMeetups, #ScratchEducator, #Scratch, etc.)
- ☒ Send a thank-you email: Thank participants for attending and share any important links or resources.
- ☒ Evaluate the meetup: Gather feedback from participants to improve future events.
- ☒ Plan for the next meetup: Start brainstorming ideas, special guests, and setting dates for the next gathering.

What happens immediately after the meetup?

Our general rule is to leave the space in better shape than when we arrived.

When cleaning up, we make sure to:

- ☐ Discard or donate any extra food.
- ☐ Take down signs and posters, and wipe down whiteboards.
- ☐ Shut down all A/V equipment used during the event.

After cleaning up, our team often meets to debrief and reflect using the Red, Yellow, Green model to document feedback for the next event.



About This Guide


This guide was originally developed by members of the Creative Computing Lab at the Harvard Graduate School of Education, and it has since been adapted by members of the [Scratch Foundation](#) and [LEARN Québec](#) teams to reflect both in person and virtual events, as well as innovative strategies developed by meetup organizers over the past several years.

We would like to extend our gratitude to all of the meetup groups who have expanded and nurtured this creative community. Special thanks to Chris Colley of Learn Quebec, whose insights, support, and experience as an organizer has helped inspire and energize the Scratch Educator Meetups movement. We also extend our sincere appreciation for Ingrid Gustafson, Laura Peters, Andres Garcia, Esther Gibert, Elena Vercher Ribis, and Shawn Patrick Higgins, who continue to go above and beyond in championing the meetup efforts in their own communities and beyond.

The guide is provided under a Creative Commons Attribution-ShareAlike 4.0 International license. We encourage you to adapt and remix the guide, and share it with others. We request only that you share the guide using the same license, enabling others to adapt and share your remix.

If you have any questions, please contact the Scratch Programs team at programs@scratch.org.

Appendix

- ✕ [Scratch Educator Meetup Organizer Toolkit](#): This toolkit is a Google Folder that contains a variety of resources to support organizers in promoting, facilitating, and documenting their events.
- ✕ [Scratch Foundation Learning Library](#)
- ✕  Sample event slides from SEM Quebec





[SAMPLE SCRIPT] Welcome to the Scratch Educator Meetup!

Our names are...

We started these meetups because...

Meetups have very minimal structure. We're going to work together to decide what conversations, connections, and activities we want to explore today!

After you introduce yourselves, guide the participants through the agenda for the day

As you might have seen in the meetup invitation, here's our plan for today.

(Informal Networking)

That was the icebreaker and mingling.

(Welcome and Introductions)

That's what we're doing now.

(Build the Schedule)

As you can see, we don't have anything on the schedule...yet! That's because we will all work together to figure out what we want to do today—what we want to make, discuss, explore, and share.

(Breakout Sessions)

This is the heart of the meetup; it's time to learn with and from one another. Each of you will choose which sessions you want to participate in and one member of each session will act as a facilitator. We'll share more details when we get to this step.

(Sharing)

This will be an opportunity to share what we've done today and to make other announcements.

(Refection)

We'll end the meetup with some time for reflection.

(Next, help participants get to know each other through an introduction activity.)

Because meetups are highly participatory, they really take on the flavor of whoever is in the room. Speaking of which, with a quick show of hands:

Who has experience supporting learners with Scratch?

Who is new to Scratch?

Who works in a school?

Who works outside of a school?

Who works in a high school? Middle school? Elementary school?

As you can see, we're a diverse group. And we'll learn much more about each other's backgrounds, experiences, and interests throughout the day.