



Calgary



Mayor's  
**Environment Expo**

Inspiring and educating youth on environmental leadership and sustainability

## **2022 Mayor's Environment Expo**

Information package for performers, speakers, and  
workshop hosts



## Introduction

Celebrating its 33<sup>rd</sup> anniversary, the Mayor's Environment Expo is held in conjunction with National Environment Week, the first week of June each year. The Mayor's Environment Expo inspires and educates Calgary's youth on environmental leadership and sustainability and fosters long-term partnerships that align with environmental stewardship and education. The goal of the Mayor's Environment Expo is to encourage and empower youth to take action to protect the environment, shaping tomorrow's leaders with environmental education.

On average, over 4,000 students and teachers attend the free event annually. However, in 2020, the Mayor's Environment Expo went virtual, reaching over 10,000 students and teachers, with expanded online offerings for 2021, reaching over 50,000 teachers and students.



For the 2022 Mayor's Environment Expo, The City is planning both in-person and virtual activities to:

- accommodate the evolving needs related to the COVID-19 pandemic,
- foster inclusion,
- reach a broader audience in Calgary and the surrounding area.

**Virtual sessions will run from May 30 through June 3, 2022 coupled with in-person days on May 31 and June 1, 2022.** Session hosts are welcome to participate both in person and virtually.



Attendees will learn about initiatives taken by The City of Calgary, engage with local organizations, and meet schools enrolled in the EcoSchools Canada in Calgary program – showcasing their projects at City Hall. Furthermore, video recordings of virtual sessions will be available for teachers and students after June 7<sup>th</sup> and for the remainder of 2022.

This information packages contains:

- information on how to [apply to host a session](#) at the 2022 Mayor's Environment Expo;
- Information for both in-person and virtual session hosts;
- key dates and deadlines, and;
- FAQs for potential and confirmed session hosts.

Thank you for your interest in participating. Please email [lindsay.luhnau@calgary.ca](mailto:lindsay.luhnau@calgary.ca) or call 403-818-4539 if you have any questions not covered in this information package.

# Session host information and requirements

This information is for all performers, speakers, and workshop hosts, collectively referred to here as session hosts. It is split into three sections: for all session hosts, virtual session hosts, and for in person session hosts.

## Information needed from all session hosts

Each performer, speaker, or workshop host for the 2022 virtual Mayor's Environment Expo will need to provide the following [via an online application for performers, speakers, and workshop hosts](#);

- Your organization's information
  - This includes contact information, billing address, and GST/WCB numbers if applicable.
- Preference for presenting in-person, virtually or both including dates for participation.
- Session title and description
  - No longer than 500 words, 150-250 is preferable.
- Target Audience
  - Indicate the grade or grade range your session is most appropriate for. For example you could indicate K-3, 4-6, or Grade 8 only.
- Length of your session including time for Q&A.
  - Each virtual session will have an introduction video from the Mayor and may also feature other videos such as those from EcoSchools highlighting their projects or to celebrate Clean Air Day (June 1, 2022). Please plan for 5 minutes of City videos at the beginning of your virtual session.
  - Sessions for the MEE can be as short as 30 minutes or up to 1.5 hours.
- Cost
  - Include any fees for the session.
- Requirements
  - Let us know if you have any specific requirements such as a cap on the number of students attending, loading dock access and/or AV requirements.

City of Calgary Waste and Recycling Services

**Break it Down! Composting in Calgary (Grades 3-9)**

The City of Calgary is serious about composting! Join us for a close-up look at Calgary's composting facility and an interview in the field with The City's compost expert. We'll answer all your composting questions and show you how we're leading the community towards zero waste. Reducing our waste is more important than ever – find out how you can help!

**Times**  
 Grades 3-9

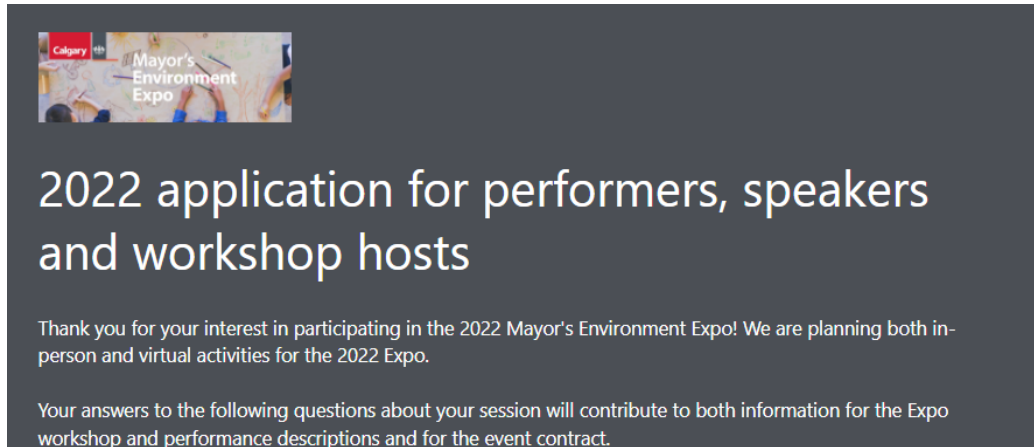
- 10:00 a.m. – 10:30 a.m.
- 1:30 p.m. – 2:00 p.m.\*

Virtual Workshop Capacity: 500  
 \*Video to be posted following session

*1 Example from the 2020 MEE program*

## How to apply to participate

To apply to participate in the 2022 Mayor's Environment Expo, access the [2022 application for performers, speakers, and workshop hosts](#), answer questions and submit the form.



**NOTE:** If you are planning to offer more than one type workshop/performance, please fill this survey in for each different workshop/performance. This does not apply if you are offering the same workshop multiple times.

## In-person session information

In-person sessions for the 2022 Mayor's Environment Expo will be hosted on **two days only: May 31 and June 1, 2022** and sessions will be scheduled between 9:30 a.m. and 2:30 p.m. May 31 will be generally targeted for grades K-5 while June 1 will be generally targeted towards grades 4-9. The City estimates 1500 students and teachers will attend each day. High school offerings will be virtual only for 2022.

### Venue support partners



The City will provide a venue for each approved session. There are four venues for sessions including the Municipal Complex and Plaza, the Central Library, Arts Commons, and University of Calgary's School of Architecture, Planning and Landscape downtown campus. These venues have space for 1165 students and teachers at any given time. Spaces will be allocated according to session host requirements including AV or set up needs and maximum numbers of participants indicated. Dates, times, and locations for sessions will be confirmed by March 31<sup>st</sup>, 2022.

In the event of cancellation of the in-person event, an effort will be made to transition as many sessions as possible to virtual offerings in consultation with the session host(s).

## Virtual format session information

The 2022 Mayor's Environment Expo virtual sessions will be hosted using [Microsoft Teams Live Events](#) and will feature sessions each day from May 30 - June 5, 2022 and The City will provide a Producer for each session. At this time, there is no plan to host concurrent sessions, however, if in person activities are cancelled, concurrent session may occur.

The Microsoft Teams Live Events platform was chosen to ensure the protection of privacy of students participating in the virtual Expo.

**Attendees will not be required to provide any personal information nor, will they have the ability to share their audio or video.**

Attendees will have the option to use the Q&A during the session if the function is turned on by the host, and some hosts may also invite attendees to use a third party polling service such as Menti, Jamboard, or Slido.



*2 Microsoft Live Event example from Microsoft*

## Recordings

Microsoft Teams Live Events automatically records all events and recordings are available to registered attendees for on demand viewing. The platform also allows The City to download the recordings, which can be provided to speakers by request. The City plans to post select recordings to calgay.ca, via YouTube, for future viewing.

## Ideas to increase interactivity during virtual sessions

In an effort to maximize student interaction in the virtual events, contributors are encouraged to consider the following as part of their virtual sessions:

- 1) Pre-work work for students (e.g. complete a reading, activity such as an e-course or answering a questionnaire, or having questions ready or pre-submitted to session host);
  - All pre-work must be submitted to The City by May 6, 2022.

- 2) In class activities associated with the session such as making and sending a postcard, drawing a scene associated with the presentation or so on;
- 3) Post session work such as a citizen science submission; and/or
- 4) Interactive technology such as menti, slido, MS forms, jamboard.
  - Note that there would be a technology requirement for in class as many teacher in class would be accessing the session for the whole class. A class set of laptops maybe needed.
  - Good for online classes.



3 Example of a word cloud generated by students via Menti at the 2020 Mayor's Environment Expo

Based on teacher feedback from both 2021 and 2022's virtual sessions, lecture style sessions will not be approved.

## Technical Requirements

Participating virtually in the 2022 Mayor's Environment Expo will require the following technical requirements.

- Session hosts will need to download the [MS Teams App](#) to their desktop or laptop. Access via phones or tablets will not be supported nor will joining via browser if participating as a speaker, performer or workshop host.
  - External session hosts will be invited to participate in The City's MS Teams platform and may require setting up a new or alternate Microsoft account and downloading the authentication app to another device.
- Session hosts must have a good quality camera and microphone.
  - To successfully broadcast your video, your bandwidth **MUST** be above 1.2 Mbps.
  - Check out [this YouTube video](#) for tips on how to make your video the best it can be.
- Session hosts will be required to participate in a dry run in May to ensure all the bugs are worked out.

Session hosts are also encouraged to look at the [system requirements](#) (below) provided by Microsoft to ensure they will be able to participate. You can also find other important information at Microsoft's '[Produce a live event using Teams](#)' support page.

### System requirements and supported platforms

- **Supported operating systems:** Windows 7 and later (32-bit and 64-bit), macOS X 10.10 and later
- **Supported mobile operating systems:** Android 4.4 and later, iOS 10 and later
- **Supported web browsers:** Chrome (last 3 versions), Edge RS2 and later, Firefox (last 3 versions), Internet Explorer 11, Safari

### Resourcing for Using MS Teams Live Events

Here are a few videos that can help familiarize yourself with MS Teams Live Events:

- [What are Live Events? | Live Events | Microsoft Teams | Tutorial](#) (2:30)
- [How to Host a Live Event | Live Events | Microsoft Teams | Tutorial](#) (7:46)
- [Microsoft Teams Live Events Best Practices and Tips and Tricks](#) (57:51)

## Dates and deadlines

Below is a list of essential dates and deadlines for the 2022 Mayor's Environment Expo.

Item	Deadline or date required by
<p><b>2022 application for performers, speakers, and workshop hosts</b>            Each performer, speaker, or workshop host for the 2022 Mayor's Environment Expo will need complete the <a href="#">online application for performers, speakers, and workshop hosts</a>.</p>	February 4 <sup>th</sup> , 2022
<p><b>Confirmation of information</b>            The City will send the draft program out for review in March. Confirmation of information in the program is needed by March 18<sup>th</sup>, 2022.</p>	March 18 <sup>th</sup> , 2022
<p><b>Virtual session collateral (pre-work, takeaways etc.)</b>            If you have any session collateral such as pre-work or takeaways for virtual sessions to be posted online for teacher access they must be submitted to The City by May 6, 2022.</p>	May 6 <sup>th</sup> , 2022
<p><b>Dry run of live stream content</b>            All live stream content must go through a dry run test with City staff before May 27<sup>th</sup>, 2022 including using the platform for hosting the session.</p>	May 27 <sup>th</sup> , 2022

MARK YOUR CALENDAR!





## Frequently asked questions

### 1) How will teachers and students participate?

For teachers interested in participating in-person, registration will be required for their class. Everyone will have access to online sessions regardless of whether they are attending school online or in-class at the time of the Expo.

### 2) How will teachers and students know about the event?

Teachers who are part of the Mayor's Environment Expo mailing list (~1600 teachers) will receive information leading up to the event through the newsletter. We will also highlight the event during session at the Calgary Teacher's Convention. School Board contacts will also be notified once the program is ready and [calgary.ca/mee](http://calgary.ca/mee) will be updated to communicate information about the event. Finally, we will be doing a social media push targeted at teachers in May to encourage registration.

### 3) Who will handle the registration?

Registration of participants (classes or individual students) would be handled through The City.

### 4) Will there be an exhibitor hall this year?

Yes, it is The City's intention to host an exhibitor hall for the in-person days of the 2022 Expo. More details on the exhibition hall will be available in April 2022.

### 5) What if the in-person event must be cancelled?

6) In the event of cancellation of the in-person event, an effort will be made to transition as many sessions as possible to virtual offerings in consultation with the session host(s).

### 7) Will The City provide technical support?

The City will be providing all needed technical support for both MS Teams Live Events and in person sessions. Please test your equipment and connection ahead of time and familiarize yourself with MS Teams live Events.

### 8) Who is responsible for providing the content and when?

A description of your session is required by February 4, 2022 this should include the attendance capacity for each session and how many sessions you would like to offer. The City is responsible for providing the Mayor's message in video format to each host. In addition, other videos may be provided, such as a video to celebrate Clean Air Day.

### 9) Will there be a welcome message from the Mayor?

The City will provide a video message from the Mayor to play at the beginning of each session.