

Event Scoping		Planning Lead: Jennifer Scothern-King	
What (name of Event)	Water of Life ENCOUNTERS; 21 ST AND 22 March 2024		
Who (target participants)	Teachers of Taupō, Tokoroa and Rotorua Lakes schools and their students from Year 5 to Year 10		
Why/Purpose (objectives/learning outcomes)	<p>To provide</p> <ul style="list-style-type: none">• An interactive/experiential learning opportunity for students and teachers to<ul style="list-style-type: none">○ gain a deeper appreciation of the vital role clean water plays in our community and every community, as a taonga to be protected.○ Discover what stormwater is and what happens to stormwater ... plan what actions are needed in order to minimise negative impacts on waterways○ Realise and value the inseparable connection between atmosphere, land and water.○ Learn about Energy production in Turangi using clean natural water resources○ Gain some scientific understandings relating to water quality and how to check for water quality in their local area• A collaboration of entities concerned with water quality, water uses and water conservation• Inspiration for all those who attend to deepen their connection with the role water plays in their lives and how to mitigate for future water security• Inspiration to empower students to lead change in attitudes and sense of responsibility, fostering kaitiakitanga values and actions concerning water.• Opportunities for pre and post activities to deepen learning and to extend the learning outcomes through action projects• Links with World Water Day• Links with Waikato Enviroschools Strategy Strategic Priorities:<ul style="list-style-type: none">○ 4) Develop youth capability through experiential learning opportunities○ 10) Deliver events that enable ownership of the sustainability journey and connect with local and sector opportunities to enhance the sustainability for schools.		
When/where (Date and venue)	<p>National Trout Centre, Turangi; 21st and 22nd March 2024</p> <p>Plan B: If a serious weather event or pandemic prevents this event from being safely held - We will timetable presenters throughout that day to present a 10 to 15 minute online delivery, or reschedule for another date.</p>		
Identify current situation (Review previous event, learnings from similar initiatives in other regions or elsewhere)	<p>Learnings from last year’s event</p> <ul style="list-style-type: none">• Regularly visit spreadsheet with names of presenters, updates from registrations, including contact details of presenters and teachers and confirmation dates.• Have a back-up organiser – A new educator at the trout Centre, Clint Green, who has a teaching background, will ensure a smoother operation on the day and is very efficient and supportive.• Clear timeline and organisation; Information sent to schools and potential presenters, who are keen to participate.• Clear and timely communication with host facility, schools, our Regional team and presenters is vital.• Clear timetable on the day of the event for presenters, organisers and attendees. This time allow more time for each presenter, for movement		

	<p>between stations, and a half hour lunch break for everyone. Hence two days this time.</p> <ul style="list-style-type: none"> • Invite registration and ascertain commitment from schools at least two months before the event (Last year I invited expression of interest but some respondents thought thereby they were already registered.) • Delegate, where practical, to other organisers or attendees and communicate with EEC members when advice or help is needed. • Communicate clearly with bus company, dates, times and numbers of students • Contact Energy confirmed to cover bus transport to event • Total students – up to 260 students catered for <ul style="list-style-type: none"> ○ 2023: 11 stations last year over 1 day with only 7 stations for each group possible . Based on feedback I propose 2 days to provide more time for each presenter and the students, to maximise impact. • I learned that buses cannot leave Taupō before 9am and must return by 2.50 pm
Explore Alternatives (any feedback to act on)	Clint Green, Education Manager at National Trout Centre, is liaising with Trout Centre EEC members discussions – next meeting 5 December 2023 All presenters to be confirmed Bus company booking (quotes received) Contact Energy has confirmed their sponsorship of up to \$2500 for transport Genesis – can they sponsor lunch for students?
Take Action (Design session - facilitator roles before, during, after) Attach session plan	<p>Overview: December 2023 confirm presenters and bus sponsorship Have registration forms sent out. January, February: continue liaising with venue; send out information updates and registration of interest; confirm and communicate with presenters; March 1st confirm buses timetable</p> <ul style="list-style-type: none"> • 2024 <ul style="list-style-type: none"> ○ 8 rotations so 8 presenters each day ○ 20 minutes per presentation with 5 minutes for movement to next station ○ Welcome and safety briefing 10am to 10.15am Depart by bus at 1.45 ○ 20 minute lunch break ○ Debriefing at 2pm after presenters have gathered their equipment or tidied away for next day on 21st March, if staying for 22nd March <p>Session plan in draft stage</p>
Reflect on change include method to capture feedback, arrange team debrief	Debrief timetabled into the day, Reflection with WRC presenters who attend Adults to complete an H form Students invited to send feedback (good responses last year gathered by their teachers)

<p>Comms plan</p> <ul style="list-style-type: none"> • Include summary sentence that can be used for promotion. • Identify stakeholders and timing for communication • Create MS Forms for registration (Add Team as collaborators) 	<p>Water of Life Interactive ENCOUNTERS</p> <p><u>Summary sentence:</u> An interactive experience for students to gain a broad insight into the part water plays in our lives and its importance as a taonga.</p> <p><u>Stakeholders and communication:</u> WRC, EEC and National Trout Centre supporting</p> <p>Spreadsheet- working doc: 2024 draft Water of Life ENCOUNTERS - Google Sheets Brief sent to presenters and schools: Water of Life ENCOUNTERS TAUPŌ 2024 presenters information.docx - Google Docs MS forms: Registration form Registration for WATER OF LIFE ENCOUNTERS 21st, 22nd March 2024 (office.com) Presenters' registration https://forms.office.com/r/eHHFdRi9ud</p>
<p>Resources (Include any budget requests)</p>	<p>Budget koha for volunteer presenters may be helpful. \$50 vouchers for travel for up to 3 presenters (most are presenting in their employment role capacity) (none needed in 2023)</p> <p>Koha to Trout Centre for hosting: \$200</p> <p>Budget afternoon tea provision for presenters each day: \$200</p> <p><u>Total: \$550 potentially</u></p> <p>Sponsorship from TDC, Contact Energy and National Trout Centre is provided, including up to \$2500 confirmed from Contact Energy for <u>bus transport</u>.</p>
<p>RC needs</p>	<p>RC to attend, with water model, if possible and/ or another facilitator</p> <p>RC to support with funding and guidance</p>

Please arrange a time to peer review your planning with the Lead Facilitator