



# PARTICIPATION GUIDELINES

## FOR THE ITAKA-ESCOLAPIOSESCOLAPIOS NETWORK'S 4TH ADVISORY COUNCIL

### Introduction

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We welcome you to the 4th Itaka-Escolapios Advisory Council, and we thank you for your participation in this meeting, which will be held online on March 8, 9, 10, and 11, 2021. This document is a simple guide to facilitate your participation and to offer you some practical guidelines

The Advisory Council is a very significant and meaningful event for Itaka-Escolapios, for what it brings about in terms of evaluation, reflection, and future keys for the entirety of the network. So far, we have held three Advisory Councils, all of which in person: in 2012, 2015, and 2018. Each one has brought to the horizon important landmarks for guiding our steps and the development of the Itaka-Escolapios network.

On the event of the 4th Advisory Council, as we well know, the circumstances mean that the event will be held online. This offers advantages in terms of participation, as we don't have the conditions or costs involved in an international meeting spanning various days. However, guaranteeing that the advisory committee can carry out fulfill its objectives during the following days poses a great challenge.

### Session Days & Schedule

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- The meetings will take place on March **8, 9, 10 and 11 (from Monday to Thursday)**.
- The schedule will be the same each day: **3:00 p.m. to 8:00 p.m. (Rome, GMT+1)**
- On each of the days of the meeting, the time will be split between two sessions, with a short break in the middle. The schedule for each day and the corresponding sessions are set out below.

We request and appreciate your efforts to participate in these sessions on an ongoing basis. A special thanks is due to those taking part from Asia, for whom the meeting time is outside the usual meeting schedule.

## Meeting participants

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The 4th Advisory Council will see the participation of:

- The General Congregation of the Pious Schools
- The Council of the General Fraternity of the Pious Schools
- Superiors of the Piarist districts participating in the network
- Representatives of the Councils of the Piarist Fraternities participating in the network
- The Board of Trustees, the Executive Committee, and heads of the network's general teams
- Heads of the network's demarcational teams
- Other guests

A complete list of all the persons participating in this Advisory Council is included in a separate document.

In addition, as part of the Advisory Council's schedule we will hold a **Meeting with the Volunteers of the Itaka-Escolapios** network on March 9, which will be attended by the volunteer coordinators and volunteers from all the districts of the network. Consequently, it will be an extended session with the people who have previously registered for this online meeting.

## Tools for videoconferencing and online work

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The two tools we will be using at the Advisory Board are the Zoom platform for videoconferencing sessions, and Microsoft Teams for file sharing.

### ZOOM

This tool can be used through the web browser or through its own program, the second option being highly recommended. (We therefore recommend you download and install the Zoom client in case you do not already have it.)

*Zoom link for the sessions:*

<https://bit.ly/3dT3H89>

*ID meeting: 838 8586 0615 - Access code: 123456*

### *Instructions for connecting and following the meeting:*

- Please ensure you have, as far as possible, a good Internet connection by network cable, or, for wireless connections, ensure that it is as reliable and stable as possible.

- Especially on the first day, please connect to the meeting early enough to be able to perform the necessary tests and checks.
- Your camera should preferably be turned on, while the microphone must be switched off, except when you are going to speak.
- Simultaneous translation will be available during the sessions in three languages, in Spanish, English, and French. Each of these languages will have its own channel in Zoom, and each participant will have to select the most convenient one on their device (by clicking on the "interpretation" button, which looks like a globe). When taking the floor, it is very important that the speaker has selected the language in which they are speaking in order to make it possible to translate to the rest of the audience.
- Among other functionalities, Zoom has a chat feature that can be used during sessions to share short text messages, comments, links, etc.
- There will be a session in which we will divide into groups (the Volunteering meeting). In this case, specific instructions will be given for each participant to connect to the group previously assigned to them.

### Microsoft TEAMS

This tool will be used to share documentation and other work material throughout the Advisory Council. For this purpose, a team has been created within Teams which includes all the people participating in the Advisory Council (by name and email address).

This online space for sharing and working online will be open a few days before the meeting, and will continue to be operational afterwards so that materials will be available to participants.

Teams can also be used through the web browser or via the application installed on your device. We recommend installing it if you do not already have it.

*Microsoft Teams link for the 4th ITAKA-ESCOLAPIOS ADVISORY COUNCIL*

<https://bit.ly/2ZXcfmr>

## 4<sup>TH</sup> ADVISORY COUNCIL SCHEDULE

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### MONDAY, MARCH 8

- From 2:30 p.m. Welcome to the online room, technical instructions and tests.
- **Session 1 (3 p.m.)**
  - Opening Prayer
  - Introduction and general framework of the meeting
- **Session 2 (4 p.m.)**
  - Statement from Fr. General:  
*"The Itaka-Escolapios Network in the current and future reality of the Pious Schools"*
  - Greetings and reflections from the General Council of the Fraternity
  - Open dialogue

### TUESDAY, MARCH 9

- **Session 3 (3 p.m.)**
  - Opening prayer
  - Executive Committee: Discoveries and challenges for the coming six-year period.
  - Open dialogue

- **Session 4 (4 p.m.)**

#### **ITAKA-ESCOLAPIOS NETWORK VOLUNTEERING MEETING**

### WEDNESDAY, MARCH 10

- **Session 5 (3 p.m.)**
  - Opening prayer
  - Current status of the Network, and balance of the 2015-2021 Strategic Plan
  - Open dialogue
- **Session 6 (4:15 p.m.)**
  - Introductions from the General Training, Awareness, Communication, Resource Management and Recruitment Teams
  - Open dialogue

### THURSDAY, MARCH 11

- **Session 7 (3 p.m.)**
  - **Introduction to the Itaka-Escolapios 2021-2027 Strategic Plan**
  - Open dialogue
  - Contributions for the 48<sup>th</sup> General Chapter of the Pious Schools
  - Significant and meaningful experiences
- **Session 8 (4:30 p.m.)**
  - Final open dialogue New steps for the Itaka-Escolapios network
  - Letter from the Advisory Council to the Piarists and members of the Fraternities

- Final prayer
- Meeting farewell