Theme: Embracing Technologies, Empowering Teachers

GUIDELINES FOR PARTICIPANTS

Please be guided by the following details regarding the Forum:

1. FORMAT OF THE PRESENTATIONS

1) Plenary Session
   Invited speakers will make a 20-minute presentation on the session topic, followed by a 10-minute Q&A/discussion with the audience.

2) Roundtable Discussion
   The purpose of this session is to identify pressing issues and challenges in integrating ICT in Education in Central Asia, with particular focus on assessing and enhancing ICT competencies among teachers. Reflecting on what had been discussed and exchanged throughout the Symposium, this final plenary session aims to create networks and partnerships to support possible solutions to the identified issues.

   The session will be facilitated to exchange experiences among the different countries represented and to cross-fertilize policy-oriented ideas. To facilitate the discussion, it is strongly recommended that the Pre-Forum Survey be responded by no other than participating delegates.

3) Workshops
   Two concurrent workshops will be held in the afternoon of Day 2 (28 May 2014, Wednesday). The purpose of the workshop sessions is to introduce participants to a selected number of tools that have potential to boost their use of ICT in education in their country settings. Eventually, the aim of these workshops is to scale up the application of these tools at country level.

   The topics of the two (2) workshop sessions are:
   1. OpenEMIS for Improved Education Decision-Support
   2. Intel® Education Transformation “Policy Guide” and Online Tool

   Please refer to Annex A for more information on the workshops. All the delegates are invited to actively participate. Kindly bring your own devices to try out the applications that will be presented.
4) **Study Visit**
On the last day of the Symposium (29 May, Thursday), the Government of Uzbekistan will organize a study visit to the Multimedia Center of the Ministry of Public Education and to the National Library of Uzbekistan. During these study visits, practical examples will be demonstrated on the use of ICTs for the development of educational resources as well as in the management of the information library system in Uzbekistan.

Official country delegates are expected to join the study visit. Other interested participants are expected to register for the study visit on the first day of the Symposium (27 May 2014, Tuesday), at the latest. Transportation for the Study Visit will be located at the front of the Hotel’s main entrance, to depart at precisely 08:30 am on 29 May 2014.

2. **PRE-FORUM SURVEY**

The Secretariat will circulate a Pre-Forum Survey that aims to collect information from each participating country. Delegates are requested to complete the survey (1 per country). Responses will provide a guide to speakers in aligning presentations according to thematic and country needs and expectations of participants. The consolidated results will likewise serve as a springboard for the discussions during the Roundtable Discussion.

In this regard, may we request the country delegates to accomplish the online Survey by **22 May 2014, Thursday**. The survey may be accessed through the following URLs – English version: [https://www.surveymonkey.com/s/CASIE2014PreSurveyEnglish](https://www.surveymonkey.com/s/CASIE2014PreSurveyEnglish); Russian version: [https://www.surveymonkey.com/s/CASIE2014PreSurveyRussian](https://www.surveymonkey.com/s/CASIE2014PreSurveyRussian). Please do not forget to click the “Done” button at the end of the survey.

3. **OFFICIAL LANGUAGE**

The Symposium will be held in English and Russian. Simultaneous interpretation will be provided.

4. **LOGISTICS**

The Forum venue will be at the City Palace Hotel (Amir Temur Str. 15, 100000 Tashkent, Uzbekistan [www.citypalace.uz](http://www.citypalace.uz)). Please refer to the Administrative Note for more information.

ANNEX A

INFORMATION ON THE WORKSHOP SESSIONS

1. OpenEMIS for Improved Education Decision-Support

   Background

   The OpenEMIS initiative aims to deploy a high-quality Education Management Information System (EMIS) designed to collect and report data on schools, students, teachers and staff. The system was conceived by UNESCO to be a royalty-free system that can be customized to meet the specific needs of member countries. The OpenEMIS mission is to support UNESCO member countries in developing common database standards for tracking national education indicators, containing high-quality data with adequate coverage and depth to sustain good governance around the agenda of achieving the national and international priorities for education. OpenEMIS is being implemented under a framework for collaboration between UNESCO and Community Systems Foundation. The workshop will be facilitated by Mr. Kris S. Oswalt and Mr. Karl Turnbull, OpenEMIS Advisors.

   Objectives and expected outputs

   This workshop will provide an opportunity for participants to explore the features of OpenEMIS and to discuss how the system can be used to improve planning and monitoring. Expected outputs:

   • To learn about the features of OpenEMIS
   • To understand the options for customizing OpenEMIS for country-specific requirements
   • To understand the governance, ownership and deployment policies of OpenEMIS
   • To try out the system during a hands-on session

   Education leaders, policy-makers, planners and teachers will benefit the outputs of the workshop.

   Modality

   Technical OpenEMIS demonstration followed by Q&A and hands-on session
2. Intel® Education Transformation “Policy Guide” and Online Tool

**Background**

This session will introduce the new and fully updated Intel® Education Transformation Policy Guide, as well as an online tool; which draw on the advice of an international expertise to help leaders formulate transformative education policies.

The Policy Guide is designed to assist policymakers through a four-phased policy development model. The phases include articulating a vision, developing a master plan, implementing initiatives, and evaluating and adapting the initiatives to realize the vision.

The guide has been recently updated to feature an extensive collection of policy resources as case studies, reports, best-practice documents, and videos. The resources present a global array of policy contexts, as well as gender equality considerations.

The online tool features an easy-to-use user interface that makes it possible for policymakers to modify, customize, and collaborate throughout the four-phase policy development process.

**Objectives and expected results**

This workshop will provide an opportunity for participants to explore the hard copy of the Education Policy Guide and supportive online tools which are designed to be used by a variety of users in a variety of policy contexts. Expected results:

- To understand how the policy development materials can step you through the policy development process
- To understand how the system can be used by different users or groups of users on a country, state or municipality level
- To understand how these materials can be used in your countries, either your government is developing its first ICT Policy in Education, or your governments have already developed an Education Policy and is considering the next phase of their policy development.
- To understand how the policy development materials can support three different delivery models: solo use, workshop and one-on-one consulting

The workshop can be useful for top- and mid-level ministry officials, consultants, academics, school leaders, and industry partners

**The workshop participants are encouraged to bring their own mobile devices if any to investigate the on-line tool during the workshop.**