

# Step-by-step guide to running an Inspiring the Future online event



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# Why Inspiring the Future?

International research shows that children form aspirations for their future and have unconscious biases from as young as seven. These aspirations and biases are linked with their outcomes later in life.

The Tertiary Education Commission conducted research in Aotearoa, asking children aged 7 to 13 to draw what they wanted to be when they grow up. More than 7,700 children responded, and the results showed they had narrow aspirations, with more than half of them seeing themselves in one of just nine jobs.

Their drawings also showed unconscious bias about gender, ethnicity and socio-economic status. The research asked children how they knew about the job they chose, and most answers involved whānau or the media.

Inspiring the Future gives young people the chance to learn about work from role models from the community. It broadens their horizons and empowers them for their future careers.

To see the Drawing the Future research, visit [inspiringthefuture.org.nz/our-research](https://inspiringthefuture.org.nz/our-research)

# How Inspiring the Future works

1. Sign up at [inspiringthefuture.org.nz](https://inspiringthefuture.org.nz)
2. Create an event online.
3. Invite role models from the online database.
4. Download the event resources.
5. Prepare for the event.
6. Host a pre-event meeting with your confirmed role models.
7. Run the pre-event classroom activities.
8. Run the online event, which involves:
  - a. **Investigation session.** Students ask role models questions to try and guess what job they do.
  - b. **The reveal.** Role models reveal their story – what their job is like, the pathway they took and any challenges they faced.
  - c. **Deep dive.** Students ask open questions to learn more.
9. Run the post-event classroom activities.

## How much time do I need to commit?

- Allow 1–2 hours of preparation time. You need enough time to have a planning meeting with your team and decide roles and responsibilities, test the technology, communicate with role models and prepare students for the event.
- Allow 1 hour to run the pre-event classroom activities.
- Allow 30 minutes for an online pre-event meeting with the role models.
- Allow around 1 hour for the event, depending on how many role models you invite.

## How to use this guide

- Use the 'What to do before the event' section and the checklist to plan and prepare.
- Use the 'What to do on the day of the event' section to help you set up, structure the event and keep things to time.

# What to do before the event

## Planning

Think about:

- when to run the event
- how many students will be involved
- whether you want to align the event to curriculum goals or school values
- which role models to invite.

## Schedule your event and invite role models

**TIP:** Schedule your event online and invite role models at least six weeks before so they can organise time off work.

- Log in at [inspiringthefuture.org.nz](https://inspiringthefuture.org.nz) using your Education Sector Login (ESL). You may need to ask your ESL authoriser – usually an administrator or principal – for access if you have never logged in before.
- You will be guided to set up your online event, schedule a pre-event meeting and choose role models for your event.
- Invite two role models for a 45–50-minute event, or three for an hour-long event. Each extra role model will add 15 minutes to your event.

**TIP:** Invite more role models than you need. It's likely some of them won't be able to make it.

## Download the event resources

Download the resources from [inspiringthefuture.org.nz/resources](https://inspiringthefuture.org.nz/resources)

## Complete a run sheet

Download the run sheet template from the event resources. Add in your timings and role models' names.

Send role models the run sheet. We give role models instructions and event details, but they also want a run sheet from you. When a role model accepts your invitation, click on their profile to find their contact details.

## Decide on your technical set-up

You need to join the online event from a device/screen that all students can hear from and see clearly. With large groups you may need to join from more than one space and device, eg, each class could join the event from their classroom.

You can choose from three set-ups:

1. Use the full PowerPoint provided with role models' presentations inserted. Practise sharing and operating the PowerPoint presentation from the device students will join from.
2. Ask role models to share their PowerPoint presentations. You won't use the full PowerPoint for the event. Get role models to practise sharing their presentations in the pre-event meeting.
3. Ask role models to use a physical prop or an online meeting background, or show their workplace, to support their verbal presentation. There will be no PowerPoint presentations.

## Communicate your set-up to role models

We prepare role models for set-up 1 – where you are sharing the full PowerPoint. We ask them to submit their presentations to you one week before your event.

Let them know if:

- you are using set-up 2, and they need to share their PowerPoints, or
- you are using set-up 3, and they don't need a PowerPoint, but need to prepare something else, or
- you are running the online event differently to what is suggested in this guide.

## Test the technology

Check the online event is accessible from every device. Do the sound, speakers and microphones on each device work? Is there sound feedback?

**TIP:** If there is sound feedback during the event and you can't fix it, mitigate it by having someone by the device to work the mute button, or to type students' questions and guesses into the meeting chat.

## The pre-event meeting

This is an opportunity to meet with your role models online and:

- explain your vision for the event
- tell them about your school values and culture, how you'll welcome them and how they should respond
- take them through the run sheet
- ask them about what they plan to say at the event
- test their audio and visual works and practise muting and unmuting
- practice sharing their PowerPoints if you are using that set-up
- answer any questions they may have.

## Prepare students for the event

We recommend that you:

- use the pre-activity resources in your classroom, especially the Investigation and deep dive questions brainstorm which helps students get the most out of the event
- explain the structure of the event to students so they know what to expect
- think about how you can ensure all students are involved in asking questions and guessing jobs, eg, you could get them into groups or pairs



for the event and get one question/guess from each group or pair at a time

- prepare students to share highlights of the event with role models at the end and thank them for attending.

## Complete your PowerPoint presentation (if using)

Download the PowerPoint template from the event resources.

- Add your school name to the opening slide.
- Replace 'Role model 1, 2 etc' with your role models' names.
- Add in role models' presentations.

**TIP:** Anything that needs personalising for your event is highlighted.

## Checklist

Use this checklist for your planning.

Make sure you have:

- planned the details of your event
- created your event and invited role models on [inspiringthefuture.org.nz](https://inspiringthefuture.org.nz)
- completed a run sheet
- communicated your technical set-up to role models (if using set-up 2 or 3)
- tested your technical set-up, including sharing the PowerPoint (if using)
- sent role models instructions, a run sheet and the PowerPoint template (if using)
- held a pre-event meeting with the role models
- prepared students for the event
- received role models' PowerPoint presentations (if using)
- completed your PowerPoint presentation (if using).

# What to do on the day of the event

## Set up

Take these resources with you to the event:

- a copy of this step-by-step guide
- copies of the run sheet
- Yes/No question examples
- Investigation session templates for students to record role models' answers
- Deep dive question examples.

**TIP:** Check for emails or messages from role models before the event starts in case they have any last-minute questions or difficulty joining the online event. Have their contact details handy in case you need to reach them.

## Technical guidelines

### Before the call

Set up your equipment:

- Connect the device/s to the online video meeting platform.
- Share the PowerPoint (if using).
- Make sure students can sit close enough to the device to be heard by the role models.
- Make sure students can easily be seen by the role models.
- Test the audio and video on all devices, and make sure they're charged or plugged in.
- Close unnecessary tabs in browsers and turn off notifications such as email or messaging.

### General guidance

- Tell your students to speak loudly and one at a time.

- Remind students not to talk over the role models and give them time to answer.
- If there is sound feedback, utilise the mute button or switch to typing students' questions and guesses into the meeting chat.

## **Run the event**

### **Welcome (5 minutes)**

Welcome the students and role models and sort out any tech issues.

### **Event overview (1 minute)**

Explain how the rest of the event will run:

- Investigation session. Students ask role models questions to try and guess what job they do.
- The reveal. Role model 1 reveals their story – what their job is like, the pathway they took and any challenges they faced.
- Deep dive. Students ask role model 1 open questions to learn more.

Repeat The reveal and Deep dive for role model 2 (and for any further role models).

### **Investigation session (8 minutes)**

Students ask yes/no questions to help them guess what the role models do. Each role model answers yes, no, sometimes or maybe.

Students can use the Investigation session template to note down questions and answers.

Towards the end of the session, encourage students to guess what each role models does for a job.

Role models tell students their jobs.

### **Role model 1 reveal (7 minutes)**

Role model 1 reveals what their job is like, their pathway and any challenges they've faced with a 2–3-slide presentation, or supported by either a physical prop, online meeting background, or showing their workplace.

### **Role model 1 deep dive (7 minutes)**

Students ask role model 1 open-ended questions about their job and pathway.

### **Role model 2 reveal (7 minutes)**

Role model 2 reveals what their job is like, their pathway and any challenges they've faced with a 2–3-slide presentation, or supported by either a physical prop, online meeting background, or showing their workplace.

### **Role model 2 deep dive (7 minutes)**

Students ask role model 2 open-ended questions about their job and pathway.

**Repeat the reveal and deep dive for any further role models.**

### **Close the event (3 minutes)**

Ask the students to share their favourite part of the event or something they learned.

Thank the role models and ask them each to give one piece of advice to the students.

## **What to do after the event**

### **Run post-event activities in the classroom**

Activities in the resource pack can be used in your classroom for the students to reflect on and reinforce what they have learned.