Cloud Coordinator Information

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What are clouds?

EAPRIL Clouds are thematic platforms focusing on specific fields of interest and they aim to help EAPRIL members and conference participants network around shared thematic interests. EAPRIL currently supports 14 Clouds, representing a wide variety of topics relating to education and learning. Launched in 2012 at an EAPRIL Conference in Finland's Jyväskylä, Clouds are thematic networks which help participants integrate within the EAPRIL association, as well as during and in between the Conferences.

EAPRIL attracts practitioners and practitioner-researchers with wide-ranging interests. EAPRIL participants not only work at different levels (from kindergarten and primary to secondary, higher, professional and workplace settings) but also in different fields (teacher education, nursing, business, languages, medicine, professional learning and so on).
Clouds are a way for like-minded colleagues and peers to explore specific domains and to connect, not only at conferences but also in-between conferences (e.g. for writing projects together, organizing symposia, visiting each other's institutions, working on a joint publication, etc.).

Profile of Cloud Coordinators

Cloud Coordinators will have a strong interest in the Cloud's focus and should provide the EAPRIL Board with some evidence of their experience and/or expertise in the topic area. Two coordinators or more are appointed to each Cloud. Continuity is very important for building a strong and solid Cloud network, especially during their start-up phase, so we encourage Cloud Coordinators to commit themselves to at least 2 years of coordination and to try to look for replacement coordinators in good time. This will allow a smooth transition for new Cloud coordinators in future. It is better if coordinators are from different countries, so that each Cloud can be represented by at least two different nationalities.

What does the role of Cloud Coordinator involve?

EAPRIL values the input of all Cloud Coordinators, not only with regard to their role in the Cloud, but also with regard to their ideas on the Association and its activities. Their role involves the following:

o   Cloud Coordinators take a leadership role in the further development of their Cloud and serve as liaison between the members involved in the Cloud and the EAPRIL Executive Board and the EAPRIL community in general.

o   They are members of EAPRIL.

o   Cloud Coordinators are given the autonomy to set up (new) initiatives for their Clouds during the year (e.g. seminars, publications, special issues, setting up research and projects with Cloud members) that are consistent with the mission, values and strategy of EAPRIL. The EAPRIL Office will support the Coordinators in setting up these initiatives, if requested.

o   Cloud Coordinators are invited to organize at least one Cloud Spotlight Session during the EAPRIL Conference (which is exempt from the regular review procedure). That is, they are encouraged to invite interested Cloud members and/or people who are not yet involved in the EAPRIL community, to take part in Cloud-specific sessions that deal with topics and issues that are prominent in their Cloud's specific field of interest. They are free to design this invited session as they wish (e.g. as a symposium, workshop, panel, creative session etc.).

o   Cloud Coordinators are free to organize other sessions related to Cloud-specific themes or challenges in the field. For example, as EAPRIL wants to bridge research/theory and practice, Cloud Coordinators can organize a 'Practice meets Research Session' within their Cloud network. Another idea could be to organize a workshop during the EAPRIL Conference for Cloud members that deals with topics or issues that are currently a big challenge in your Cloud's specific field of interest.

o   Cloud Coordinators, especially those whose Clouds are relatively new, are asked to moderate a Cloud introductory/welcome/speed-dating session during the EAPRIL Conference and a Cloud workshop.

o   Cloud Coordinators are invited to suggest reviewers for submissions that are related to their Cloud; and their own contribution to the review process is valued.

•   Every cloud will be invited to write a brief blogpost (200 to 500 words) or vlog for the EAPRIL newsletter. This can be about a topic of your own choosing: interesting research, evaluation or report of a cloud activity or session, an interview,…

Cloud Coordinators are invited to exchange ideas and opinions about their role and responsibilities with the EAPRIL Executive Board, and with each other, during the Cloud coordinators' meetings. Once a year at the EAPRIL Conference, a more formal EAPRIL Cloud meeting is organized to discuss all Cloud-related issues. Moreover, Cloud coordinators are invited to take part in the annual General Assembly meeting that takes place at our Conference.

A maximum of four coordinators are allowed per Cloud, but only two of them at any one time are granted a reduced conference fee and access to the General Assembly meeting.

GDPR

The European Data Protection Regulation is applicable as of May 25th, 2018 in all member states to harmonize data privacy laws across Europe. EAPRIL is committed to ensuring full GDPR compliant treatment of all personal data of its users and members. As the EAPRIL Clouds fall under the legal entity of EAPRIL, it's important that every Cloud meets the GDPR requirements. Therefore, a representative for each cloud will sign an agreement with the EAPRIL office, in which they agree to hold the new privacy regulations into account.

Benefits for Cloud Coordinators
The EAPRIL Executive Board wishes to acknowledge the effort and contributions of the Cloud Coordinators in various ways:
o   Firstly, their role and contribution to EAPRIL as Cloud Coordinator is acknowledged in all official EAPRIL communications, i.e. newsletters, blogs,

website, EAPRIL app. They will also be presented as Cloud Coordinators during our annual Conference.

o Secondly, they will be invited to a formal meeting with the EAPRIL Executive Board at the annual EAPRIL Conference. This will give them the opportunity to share their ideas and opinions related to their Cloud and to the Association with the EAPRIL Executive Board.

o Thirdly, a maximum of two coordinators from each Cloud will be invited to the official General Assembly meeting, which is reserved for a small selection of EAPRIL Members. They can vote in the case of important decisions. The EAPRIL Executive Board presents their work of the past year as well as the financial situation of EAPRIL and, in case important decisions need to be taken, the General Assembly members are involved in these.

o Fourthly, the conference registration fee for a maximum of two Cloud coordinators per Cloud per year is reduced to 275 euros each.

o Cloud Coordinators will be consulted and involved in all formal decisions related to the Cloud structure of EAPRIL.

o Finally, they will get two guaranteed timeslots to present at the annual EAPRIL Conference. However, if they want to organize more sessions in the context of their Cloud, they are free to do so.

Benefits for Cloud Members

o The EAPRIL Clouds help EAPRIL Cloud Members and participants to find their way round the conference and connect with others in the Association.

o Like-minded colleagues and peers, with a similar curiosity in a specific domain, can easily connect, not only at the conference but also in between conferences (e.g. for writing projects together, organizing symposia, visiting each other's institutions, working on joint publications, etc.).

o Information that is relevant to their field of interest can be sent to all EAPRIL members for their information, e.g. calls for various activities, job announcements or interesting new publications in the field.

Cloud activities

Registration

If you are organising an activity for your cloud, the registrations will go via the EAPRIL system. Office will create the event, and participants can then register for it, much as it is for the This for the following three reasons:

(1) It will create more professionalism and clarity for our members: events are easily retrievable via their own personal dashboard.

(2) Decreases the workload for coordinators and office, so you don't have to collect everything manually and the system can send automatic message to the participants if needed.

(3) Toward becoming GDPR compliant, registration via the system is also safer, participants have to agree with the privacy terms.

Suggested menu of activities in between conferences

- Prepare a Seminar, Webinar or Participants' meeting on a particular theme during the year, for all Cloud members who can attend in person or online;
- Ask a friendly past or present Keynote speaker to attend Cloud events in person, via Skype or online platform;
- Use the LinkedIn Cloud groups to communicate with members during the year on a regular basis. For instance:
    - Pose a problem via video clip or cartoon e.g. about student motivation;
    - Upload important international research and reports on aspects of teaching, learning, education, practise-based projects and so on.
    - Share resources, video links and ideas.
    - Promote your activities (during or in between) the conference
- Use Twitter with a Cloud hashtag to tweet about EAPRIL Cloud activities or to disseminate information on topics of interest to participants: #Cloud1; #Cloud2; #Cloud3 etc.
- Use online technology (e.g. Padlet or Google docs) during Speed Dating, or other Cloud activities, to upload members' expectations or feedback or to suggest topics for webinar, seminar, participants' meetings etc.

💡 How to found a new Cloud?

EAPRIL is happy to support the establishment of new Clouds that deal with a very specific educational theme or topic in the field of practitioner research, which is both important and emerging. The general rule is that the Executive Board of EAPRIL will only accept suggestions for new Clouds if this new Cloud comprises at least 10 interested persons at the launch. Furthermore, preferably at least two different nationalities should be represented in the Cloud. Along with the application to form a new Cloud, at least two Cloud Coordinators should be suggested to the Executive Board, who will evaluate their candidacy and appoint them if applicable.

If you feel that a certain theme or topic is not yet represented in the current list of Clouds, we encourage you to apply for the establishment of a new Cloud. When applying for a new Cloud, the following documents should be sent to the EAPRIL Office (info@eapril.org):

- o A mission statement with a clear profile description of the new Cloud. This mission statement gives a description of the identity, aims and scope of the Cloud and should not exceed over 500 words.
- o Short curriculum vitae of the suggested Cloud Coordinators who are starting up the new Cloud.
- o A plan of activities to be organized within your Cloud in the future.
- o A list of at least 10 members who intend to join the Cloud.

The EAPRIL Office will present this proposal to the Executive Board of EAPRIL at its next Board meeting. The Executive Board meets three times a year (February, June, and November). The Board will evaluate the proposal and will take the final decision. Thereafter, the EAPRIL Office will inform the applicants about this decision. In case of a positive decision, the EAPRIL Office will support the coordinators of this new Cloud in launching their Cloud (see below).

🤝 How does EAPRIL support Clouds?

How does EAPRIL support Clouds?

The EAPRIL Executive Board and the EAPRIL Office will grant as much autonomy as possible to the Cloud Coordinators. After all, they know best what is 'out there' and what their Cloud really needs. EAPRIL will provide the Cloud Coordinators with support in order to successfully launch and consolidate their Clouds. Although this list is neither exhaustive nor binding, the following support could be provided, if requested:

o   EAPRIL will provide the Cloud Coordinators with the email addresses of interested Cloud delegates. Only those members that have formally indicated their interest and that have given permission to use their contact details can be contacted. Of course, these details can only be used for Cloud-related issues (GDPR).

o   EAPRIL will support the Cloud Coordinators in organizing Cloud activities during the year, if needed and/or requested.

o   All questions related to the Clouds, memberships, and conference-related issues could be forwarded to the EAPRIL Office (info@eapril.org).

o   EAPRIL sends out calls for the Cloud Spotlight Sessions at the annual EAPRIL Conferences.

o   EAPRIL can provide support towards the organization of other Cloud sessions or activities at the annual EAPRIL Conferences, although the programme of this session is decided by the Cloud Coordinators themselves.

o   EAPRIL organizes the practical arrangements related to Cloud Sessions, as well as the annual Cloud Workshop meeting for the Cloud members at the annual EAPRIL Conferences. Nevertheless, the content of these programmes is decided by the Cloud Coordinators.

o   EAPRIL will support the Cloud Coordinators in setting up the EAPRIL LinkedIn Subgroups. The EAPRIL Office will invite the Cloud Coordinators to become a member of the EAPRIL LinkedIn Cloud subgroups. Once they have accepted this invitation, the EAPRIL Office will appoint them as moderator of this group which will give them more options to use this LinkedIn platform.

How does EAPRIL evaluate a cloud?

The primary goal of the EAPRIL clouds is that they function as active thematic networks. Four components are important to support that purpose:

(1) The organizing of activities for its followers in between the conference
(2) Contribution(s) to the EAPRIL blog
(3) An amount of cloud followers (in the EAPRIL system) that doesn't fall below 10 or deteriorates significantly for several consecutive years
(4) submissions in the EAPRIL conferences that are related to the cloud topic.

New clouds have the room to grow, but after two years a more established active community should be in place. If the EAPRIL board feels that a cloud neglects the four components mentioned above continuously, they reserve the right to discuss the shortcomings with the relevant cloud coordinators and if necessary dissolve the cloud.

Cloud Funding

All Cloud Coordinators can apply for EAPRIL Cloud Funding which aims to foster existing and new contacts among EAPRIL Cloud members. The EAPRIL Board will consider proposals for funding of 800 euros per application.

The EAPRIL Funding application should at least include the following elements:

- Information about the nature, goals and aims of the activity and the preliminary programme (invited speaker, webinar, Cloud participants' meeting etc.);
- The expected number of participants;
- A preliminary budget showing the estimated income and expenses of the event as well as the costs for which the funding will be used.

The funding application should be submitted to the EAPRIL Office and should take into account the following:

- Joint Cloud Coordinators of two or more Clouds can receive a maximum of 2,400 euros.
- Should the Cloud activity include a registration fee, a reduced registration fee should apply for EAPRIL members.
- The sponsored Cloud activity must take place within Europe.
- A meeting of only Cloud Coordinators cannot be considered for funding.
- Any funded Cloud activity must be evaluated with the participants and a subsequent short report sent in to the EAPRIL Office.

✓ Cloud coordinators' pre-conference checklist

- Update or create your Cloud poster (a template is available from the EAPRIL Office) by mid-September and email it to the EAPRIL Office.

- Update or create your cloud postcard by mid-september. This will be included in every conference bag as promotion for all the conference delegates (A template is available from the EAPRIL Office).

- Make a short video or take a picture with all the participants in your Cloud session. You can share the video/picture via social media or post it on the Cloud LinkedIn group. If you would like it to go on the EAPRIL Cloud website area, please email the EAPRIL Office.

- During the Conference, Cloud Coordinators are invited to attend EAPRIL's General Assembly meeting and Cloud Coordinators meeting.

- Prepare your Cloud Spotlight sessions (e.g. Speed dating or research exchange etc).

- Arrange to present your Cloud poster at registration time and/or during poster session.

- Write a blog post and/or newsletter article about your conference plans or-post-experiences. These could be about your conference session, your in-between activity, a Cloud project you are working on or other topic of interest to your Cloud participants. For new Clouds the blog post could explain the rationale for your Cloud's focus and/or give a general introduction and welcome to participants.

- Remember to evaluate your Cloud sessions with the participants and share this feedback with the EAPRIL Office.

- Use Cloud LinkedIn group as another means of communicating.

- Consider applying for Cloud funding to help fund your activity in-between conferences. You can apply jointly with one or more other Clouds.

- During the conference, take the opportunity to ask your Cloud participants for topics and ideas for one key activity between conferences e.g.
    - Seminar
    - Meeting
    - Webinar
    - Sharing practice-based research