Expression of Interest - Open Education Week Planning Kits

**Opportunity**

eCampusOntario is seeking expressions of interest from Ontario postsecondary institutions to host events for Open Education Week 2019 (March 4 – 8, 2019). Events should build awareness of open education and/or show the activities of the institution in building capacity for open education work. Successful applicants will receive an Open Education Week Planning Kit from eCampusOntario.

**Background**

eCampusOntario has an ongoing commitment to support librarians, educators and learners in their exploration of open resources, tools and practices. Initiatives such as the Open Rangers community, the Open Education Fellows program, and Student OER seminars have brought together educators and learners from the Ontario post-secondary education system to engage with open education.

Open Education Week is a global celebration of the open education movement. An initiative of the [Open Education Consortium](https://www.oeconsortium.org/), a non-profit, global, members-based network of open education institutions and organizations, Open Education Week raises awareness about open education work and its impact on teaching and learning. For more information on Open Education Week, visit <https://www.openeducationweek.org>. In celebration of Open Education Week 2019, eCampusOntario seeks to empower community members to host local events on their campuses.

**Details**

eCampusOntario will provide Open Education Week Planning Kits (in English and/or French) to five (5) colleges and five (5) universities to support Open Education Week events on campus. Kits will include:

* eCampusOntario Digital Assets:
	+ Printable posters and postcards
	+ “Sponsored by eCampusOntario” PowerPoint slide
* eCampusOntario Stickers (to a maximum of 50 per event)
* eCampusOntario Pens (to a maximum of 25 per event)
* Up to $2000 to support the event
	+ Eligible budget items include space, A/V, transcription/translation, captioning, speaker compensation, catering (food and non-alcoholic beverages), marketing, and printing.

Please indicate if you require assets in French, English, or both. All successful applicants will have their events listed on the eCampusOntario website.

**Please note institutions are eligible to receive one (1) planning kit to a maximum of $2000. All applicants must provide one point of contact for contract and payment.** Collaborative submissions between departments, faculties, and units are welcome.

**Deliverables**

All successful applicants will provide a one to two (1-2) page post-event assessment report to eCampusOntario by March 31, 2019, including,

* Number of event participants
* Survey results (if applicable)
* Brief description of the event
* Brief facilitator reflection

Successful applicants will have the option of being interviewed by the eCampusOntario Communications team.

**Requirements for Submission**

Submissions shall not exceed three (3) pages and will include:

* A description of the event, including date, prospective audience, anticipated number of attendees, and format.
* Proposed budget
* A post-event assessment plan
* A description of the outcomes/impact of the event on your campus.

Full/part-time/contract faculty and staff as well as currently enroled students [at eCampusOntario Member Institutions](https://www.ecampusontario.ca/about/#Members) may apply. French language submissions are encouraged.

**Evaluation**

Following receipt, evaluators will score each submission against the following criteria:

* Demonstrated potential impact on Open Education work locally or provincially;
* Feasibility of event plan; and,
* Budget and adherence to template

**Timeline**

February 1, 2019: Submissions due by 5 pm EST

February 8, 2019: Successful applicants notified

February 13, 2019: Acceptance received by eCampusOntario

February 15, 2019: Open Education Week Planning Kits mailed

March 4 – 8, 2019: Successful applicants host events

March 31, 2019: Assessment reports submitted to eCampusOntario

Please send submissions to procurement@ecampusontario.ca.