

## PECHA KUCHA COORDINATOR

The Pecha Kucha event provides individuals the chance to present teaching and learning innovative ideas, creative project processes, and/or developed project outcomes at the annual IDEC conference. This event has been a feature of the conference for several years. Pecha Kucha (Japanese: chit-chat) is a simple presentation format in which speakers show 20 slides for 20 seconds each, usually seen in a multiple-speaker event (8 – 10) called a Pecha Kucha. The 20 images advance automatically and speakers talk along to the images keeping the presentations concise and fast-paced. This format was devised by Astrid Klein and Mark Dytham of Klein Dytham architecture as a way to showcase creative design work through quick informative presentations.

The Pecha Kucha Coordinator facilitates the process for organizing annual Pecha Kucha presentations and provides leadership for the Pecha Kucha event during the IDEC Annual Conference.

### Eligibility

The Pecha Kucha Coordinator is an active member of IDEC in good standing. This position requires sufficient technological skills to create and manage the event's visual presentation at the conference (which may include multimedia components). Experience with a double-blind peer review process is desirable.

### Appointment & Term of Service

**Appointment:** Appointed by the IDEC Board; Attendance at the IDEC Annual Conference during the Coordinator's term is required.

**Term:** 2-year term. Responsibilities begin May 1 of the appropriate year and run until April 30. May be reappointed for two consecutive terms.

**Time Commitment:** 2 hours per week, with responsibilities concentrated during the call, review and annual Pecha Kucha event between June and March.

### Responsibilities and Duties

- Participate in quarterly Teaching Collaborative meetings facilitated by the Teaching Collaborative Coordinator and, if possible, attend the annual Teaching Collaborative meeting during the annual IDEC conference.
- Write a call for proposals, disseminated by IDEC.
- Manage the schedule for proposal submittals, reviews and announcements.
- Seek and secure external peer reviewers for the double-blind review process.
- Communicate with reviewers and provide them with necessary proposals for review and review forms.
- Inform all proposal writers of the acceptance or rejection of their proposal.
- Craft and communicate procedures for accepted presenters.
- Craft digital presentation(s) of the accepted proposal content for presentation at the IDEC conference.
- Interface with the IDEC Conference Committee on matters of scheduling, technology and other plans for the event.
- Serve as master of ceremonies for the conference event, explaining the Pecha Kucha concept to attendees and introducing presenters.

- Prepare press releases as necessary to disseminate results of the event to IDEC members.
- Maintain ongoing communication with the Director of Teaching Collaborative and the Teaching Collaborative Coordinator.

### Programs, Events, & Committees

- [Director of Teaching Collaborative](#) and the [Teaching Collaborative Coordinator](#)
- Teaching Collaborative
- Annual Conference Pecha Kucha Event

### Timeline

- **Quarterly** conference call with Teaching Collaborative
- **June:** Prepare draft call for Pecha Kucha presentations for review by IDEC Director of Teaching Collaborative and the Teaching Collaborative Coordinator.
- **July:** Call for presentations is disseminated by IDEC and proposal reviewers are identified and confirmed.
- **October** (mid/late): Presentations are due to the Pecha Kucha Coordinator.
- **November:** Pecha Kucha submissions are reviewed and authors are informed of acceptance and the digital presentation requirements and due date.
- **December:** Authors create presentations for the IDEC Annual Conference and submit to the Pecha Kucha Coordinator to review for compliance with format requirements.
- **February** (mid/late): Coordinator works with IDEC staff to finalize plans for the Pecha Kucha event during the IDEC Annual Conference.
- **March:** Oversee Pecha Kucha event and serve as master of ceremonies during the IDEC Annual Conference