**Dates:**

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| **CITY OF TOMORROW INTRO SESSION DATE** | **FEEDBACK SESSION** |
| Tues 18th May 10-11 | Fri 28th May 11.30-12.30 |
| Tues 25th May 10-11 | Fri 11th June 11.30-12.30 |
| Tues 8th June 10-11 | Fri 18th June 11.30-12.30 |

On live sessions, volunteers need to be available to join the session around half an hour before the session to check connection etc.

**Format and volunteer requirements:**

During a week of in-school virtual events, led by experienced TeenTech presenters and supported by local and national industry volunteers, students aged 8-13 think about how we will live, work and play in the future in two sessions:

* TeenTech City of Tomorrow ‘kick off’ sessions which launch the project and step the participants through the tasks involved will be broadcast live on Tuesdays at 10:00am each week (lasting one hour):
  + **The volunteers do not need to join this session ‘live’; they can send us upfront a short recording**
  + We then encourage the students to send in questions for the guests to answer during the next session – the feedback session
  + the volunteers will be sent the link to view the recording of the session they have been involved in so they can see more about what the project is about and the challenge that is set for the children.
* Feedback sessions are held on Friday at 10:00am the following week (lasting one hour):
  + Once projects have been submitted our project manager will pull them together and send them to the volunteers to allow some time for them to look at the projects and questions put forward (usually the day before)
  + **For this live session, volunteers need to join our technical manager via Skype half an hour before the session to check audio and visual is working.**
  + Then during the live session, we go through each project and guests are invited to give positive, engaging and encouraging feedback on each one and answer any questions that have been asked.
  + Again, we would provide guidance to the volunteers when they have signed up.