Worker Co-op Week
Session Organizer Guide

What's in this document?

This document is your guide to everything a Session Organizer needs to know to host an engaging session during Worker Co-op Week. We included all of our best practices for online sessions, and welcome feedback if there's anything you have questions or concerns about. Email us at conference@usworker.coop anytime!

What Is Worker Co-op Week?

Worker Co-op Week is a virtual combination and adaptation of the regional co-op convenings called ECWD and WWCC. For more than two decades, the Eastern Conference for Workplace Democracy (ECWD) and the Western Worker Cooperative Convenings (WWCC) have been the home for regional gatherings within the worker co-op movement. We are planning to reconvene in person for the Worker Co-op Conference in 2022, and for future regional conferences in 2023.

Worker Co-op Week is a multi-day virtual convening, bringing the best of the ECWD and WWCC together in an online format. Most events will be hosted by Session Organizers, with the U.S. Federation of Worker Cooperatives hosting a keynote session and an event for the annual cooperative awards.

Although Worker Co-op Week will be accessible to the general public, the sessions are primarily for worker-owners–a space to build skills, organize, and connect with peers. We are excited that all sessions will be virtual, and therefore accessible to the entire worker co-op community in the U.S. and around the world.

What's different about this year's convening?

- **Session Organizers** lead sessions to share expertise, recognize or convene a community, celebrate an accomplishment, lead a conversation, teach, share lessons learned, bring exposure to a topic or speaker, elevate an issue & more! Sessions are 90 minutes each and the content and structure of the session is entirely up to you. **To become a Session Organizer, complete steps 1-5 below and then fill out the [Session Application on our Conference Page](). Session organizers** will be responsible for running their event's tech on the day, with a USFWC staff person on call for urgent tech issues. We're here to support session organizers! The USFWC will be hosting a tech support call before Worker Co-op Week to ensure that all session organizers are prepared to host their session.
- The **Host Committee,** made up of leaders who would typically be working on ECWD and the WWCCs, will curate events. There will be *one* host committee made up of regional leaders who will curate programming while ensuring quality content for their regions.

Steps for Session Organizers:

1. Carefully read this document to understand the structure of Worker Co-op Week and the expectations for Session Organizers.
2. Develop a session idea.
3. Review and commit to meeting the language justice and accessibility standards outlined below.
4. Recruit your session presenters and/or speakers, gather their bios, headshots, and any other necessary marketing materials from them.
5. Create a title and short paragraph that can be used to advertise your session (see the Session Application for further requirements).
6. Submit your session proposal via the [Session Application.]()
7. Wait for approval for your session (final decisions are expected by September 10).
8. Attend one of the tech support calls in late September.

9. Finalize any written content for your session by October 5th if you are presenting information in more than one language, to allow time for translation. We'll provide a few additional slides about Worker Co-op Week to include in your presentation.
10. Write up 1-2 social posts to promote your event. Use Worker Co-op Convening logos and the #WorkerCoopWeek hashtag on all appropriate marketing and promotions, as well as your own! These posts will be published on the USFWC social accounts throughout September and October.
11. Promote the events through your social channels! We will provide a social media toolkit.

Responsibilities for Session Organizers and USFWC staff

SESSION ORGANIZER RESPONSIBILITIES	USFWC SUPPORT OFFERED
Designing session content: ● Design your 90-minute session however you want, with the following considerations.	Ensuring a good array of content during session selection; possible feedback on session application; connecting Session Organizers with each other if collaboration is necessary. Reach out to conference@usworker.coop if you would like to be connected to other Session Organizers for collaboration, partnership, and brainstorming!
Language Justice for sessions: ● If your session is selected for interpretation, you should provide translation for your written materials. Please refer to our Language Justice guidelines for support. ● If you are able to provide interpretation yourself please see the Language Justice guidelines for a vendor list.	The USFWC has a limited budget for language interpretation. There is a space to request interpretation in the session organizer application. The USFWC will not be providing translation for written materials. Session organizers can indicate that they will hire their own interpreters-translators based on the Language Justice guidelines. Bilingual promotion of bilingual sessions will be covered by the USFWC once a session is approved.
Accessibility for sessions: ● You should carefully consider the way that your session design impacts people with varying abilities to look at screens, read along, see visual content, hear auditory content, etc. ● To provide high quality closed captioning for your session, we recommend that you hire your own third-party captioning service. More information about how to do this is forthcoming.	We are unable to provide paid closed captioning for sessions. We will be using a free auto-caption and auto-transcription feature for all sessions. Please see this description from Zoom about the feature and its abilities and limitations https://support.zoom.us/hc/en-us/articles/207279736-Closed-captioning-and-live-transcription
Event promotion: ● Write two social media posts for your session, to be published on the USFWC's social media accounts. This helps us to advertise your session in your voice!	The USFWC will promote Worker Co-op Week via our email list and social media platforms. The USFWC will provide social media images to make it easy for session organizers to share their session!

● AFTER you have received final approval for your session, promote your session on your own social media, using the #WorkerCoopWeek hashtag and the Worker Co-op Week logo.	Each session will have two posts published through our platforms in the months leading up to the event.
Technical capabilities: ● Unless otherwise stated, the Session Organizers are responsible for ALL technical details of their session.	There will be one tech support call with a USFWC staff member a few weeks before the event to help with any technical questions you have. The USFWC will provide a Zoom account for sessions and there will be a staff member on call during the event to help with any urgent issues.
Registration for attendees: ● Nothing to do here!	The USFWC will host registration for all Worker Co-op Week Sessions.

Have questions? Email us at conference@usworker.coop!

USFWC Language Justice Guide

What is Language Justice?

The LJ experts said it best. From Antena's Manual "How to Build Language Justice"

- "When we refer to language justice, we mean the right everyone has to communicate in the language in which we feel most comfortable"

- "In multilingual communities around the world, dialogue across language difference is only possible through the use of strategies to bridge differences in language"

- "When we come together to dialogue, it is important that we are able to express ourselves in the language that most fully conveys the depth and nuance of our hopes and ideas, our frustrations and questions. And it is important that we feel respected as speakers—not just what we have to say, but also how we say it. For these reasons, strategies for bridging the divides of language are essential to any endeavor that truly seeks to be inclusive of people from different cultures, different backgrounds, and different perspectives."

- **"Language justice is one of the key components of both racial and social justice."**

Remember: Interpretation is for everybody! We all need it, we all benefit from it. If you speak English, you might need it to hear Spanish presenters. If you speak Spanish, you may need it to hear English speakers. If you are bilingual English/Spanish, you need it to ensure all participants can hear and speak too!

The USFWC primarily services English and Spanish-speaking audiences. While we recognize that the cooperative community in the U.S. encompasses speakers of many backgrounds and languages, we currently have the capacity to provide materials in both English and Spanish in many of our spaces and materials, with the aim of serving the current needs of the worker co-op community and the languages spoken by its members whenever we can.

How will we practice Language Justice at Worker Co-op Week 2021?

The USFWC will partner with trusted worker cooperatives who specialize in language justice to offer remote simultaneous interpretation in English and Spanish for our keynote address and the Co-op Awards ceremony. We do not have the budget capacity to offer interpretation for session organizers' sessions. General materials for the conference will be translated into both languages, and when possible, materials for our interpreted sessions will also be in both languages.

Do you have the resources to hire or provide your own high quality interpretation and translated materials to make your session bilingual? The USFWC has a limited budget to ensure that our keynote sessions and the Co-op Awards ceremony are accessible in both English and Spanish. We invite session organizers to let us know if you have capacity to make your own arrangements to help expand our bilingual offerings. We only ask that you adhere to our LJ standards to ensure quality across sessions for all of our participants who will be accessing the service. They are as follows:

- Hire or work with a trained, experienced *simultaneous* interpreter who is familiar with the Zoom interpretation feature. Feel free to choose a vendor from the "Simultaneous interpreter vendor list" below of trusted Worker Cooperatives and Collectives who do this work with so much love around the country.
- Hire or work with a trained, experienced translator. Having a bilingual Spanish/English session means *not only* providing interpretation, but also providing all session materials and presentations in both languages. Choose a vendor from the "translation vendor list" below.
- Practice using the Zoom interpretation feature *before* your session. Read the Zoom Virtual Interpretation Feature Guide below and set aside time to review it and practice with your team.
- If possible, assign someone to support with language and tech needs on the call who is familiar with this guide.
- The USFWC will have floating support staff for each session block who can pop in to troubleshoot any issues that may come up.
- Please read the Philadelphia Language Justice Collective's Best Practices for Hiring Interpreters for more helpful tips to take care of language workers and multilingual communities!

Interpretation & Translation Vendor List

The following collectives offer both Simultaneous Interpretation & Written Translation. Note that typical rates for these services are calculated *hourly for interpretation and per word for translation*. The longer your presentation session or the longer your written materials, the more you will have to budget for these services. In addition, if you cannot afford to contract professional translation services or have a last minute need, we recommend using this free Deepl translator as a last resort. **Remember, you cannot create a truly bilingual space unless participants can access and interact with the written presentation materials / visuals AS WELL AS the verbal presentation in the language they are most comfortable with.**

Organization name	Email	Website
tilde Language Justice Cooperative	info@tilde.coop	https://tilde.coop/
Interpreter's Cooperative of Madison	info@interpreters.coop	https://interpreters.coop/
Access Cooperative	info@accessconsultingservices.org	https://accessne.coop/
Cenzontle Language Justice Collective	info@cenzontle.coop	https://www.cenzontle.coop/request
Community Language Cooperative	info@communitylanguagecoop.com	https://languagecoop.wpengine.com/

How to Successfully Use the Zoom Interpretation Feature

Tips/Best Practices for creating a multilingual friendly space
- Put these Instructional Slides up at the top of the meeting - courtesy of tilde Language Justice Co-op
- Introduce the Language Coop/Interpreters and Invite them to briefly explain the function and best practices
- Assign a tech support moderator who can troubleshoot with participants having issues

- Assign a bilingual support person to assist in both languages as issues arise with participants
- Balance presentations, panels and sessions with equal time in each language being represented in the space
- Translate all materials and have them both clearly visible side-by-side in the PPT on the screen
- Translate chat messages as possible when they come in

Refer to Zoom's customer support for Language interpretation in meetings and webinars

Setting up your Zoom with interpretation

- Watching this three minute video by the Center For Participatory Change is a great place to start.

Troubleshooting during your call: Common Reasons why people cannot access the interpretation feature

- Have an old version of Zoom
  - Solution: Go to zoom.com and download the latest version.
- Are using the web platform instead of the application on the computer
  - Solution: Download the app to your phone or computer.
- Are using a call-in number instead of the application on the phone
  - Solution: You cannot call-in and use interpretation, unfortunately. You can download the app to your phone though.
- Are connected to the audio via their phone
  - Solution: If you can't use your computer audio, download the Zoom app to your phone.
- Are using a Chromebook
  - Solution: Download the app to your phone or another device.
- Are using Linux OS
  - Solution: Download the app to your phone or another device.

How to record in two languages

- Two separate people need to record - one on English and one on Spanish channel.
- These two people have to STAY on their assigned language channel the entire time - you cannot switch back and forth because that will be reflected in the recording
- When hitting record, select "Record to Computer", NOT "Record to cloud" - If either person records to the cloud, you cannot record from two devices. People should make sure they have enough memory on the computer to save the video, but so far this hasn't been an issue.
- When the meeting is over, Zoom will take some time to finish converting the file and then it will be saved to a folder.
- From there, you can have the recorders upload their videos here.
- Typically, the USFWC makes these two consistent roles on all our bilingual calls, as well as an interpreter moderator point person, security person and general tech moderator.