

TED Ed Clubs





GUIDEBOOK

for TED-Ed Club Leaders

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Your Name

.....
Your School

.....
TED-Ed Club Advisor

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Return Here If Found

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Welcome to the TED-Ed Club Community!

Dear TED-Ed Club Leader,

By joining this community, you join a network of TED-Ed Clubs in schools and educational organizations all over the world. A TED-Ed Club is all about stimulating and celebrating the ideas of students. Your club will engage in a series of explorations designed to help each club member give at least one amazing presentation on an idea that they are passionate about. You'll work on important skills, such as how to research, develop and present an idea, how to tell a compelling story using creative visuals, and best practices for camera, lighting and sound. By the end, each member will have a filmed TED-Ed Club talk ready to upload to the TED-Ed Clubs YouTube channel. Some of the talks will be featured on ed.ted.com and in our newsletters shared with thousands of people around the world! Plus, if members submit awesome TED-Ed Club talks, they'll be considered for speaking opportunities at our annual TEDYouth Conference. We've assembled this guidebook to help you get started. However, it is important to understand that what happens before, during and after each exploration is completely up to you! Feel free to use this guidebook along with the Idea Book and Extra Resources packet as a reference for how you want to organize your club and plan your explorations. We're excited to have your school involved. If you have any questions, please don't hesitate to contact us at TEDEdClubs@ted.com.

Best wishes,
The TED-Ed Team

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What Are the Goals of TED-Ed Clubs?



To stimulate and celebrate

creative ideas put forth by students from all over the globe.



To connect students

in conversation around the world.



To provide an online platform

where student ideas can be featured.



To support students in developing presentation

and public speaking skills, so that their ideas can be more easily seen, understood and shared.



To make an idea—developed and presented by a student— a valuable reference point on a resume, in a college application or during a job interview.



To work with a generation of problem solvers, critical thinkers and innovators to make the world a better place.

Leadership Roles: Advisors & Leaders

Are you a student who feels inspired to lead a TED-Ed Club?

Are you an educator who amplifies the voices of students?

Here are a few leadership roles that might be right for you!

TED-Ed Club Advisors (Required)

TED-Ed Club Advisors are educators (teachers, program coordinators, etc.) who advise and mentor the student leaders in TED-Ed Clubs.

Perks include:

- Being the official advisor to the club, able to help the club leaders get space to meet, giving advice to club leaders, etc.
- Supporting your TED-Ed Club in daily needs, including printing materials and coordinating audio/visual equipment.
- Taking a leadership role during explorations and activities when needed.

TED-Ed Club Leaders (Required)

This person may or may not also be the TED-Ed Club Advisor. TED-Ed Club Leaders are students or teachers who take initiative to inspire and support fellow club members by helping with the day-to-day activities of the club. Leaders create a positive and fun atmosphere by getting students interested in joining a club, encouraging students as they prepare to present their final talks, and everything in between.

Perks include:

- Communicating regularly with TED staff as a liaison for your club via emails and social media. You'll be the point person to work with TED as the club leader.
- Creating a strong TED-Ed Club community at your school and connecting your TED-Ed Club to other clubs by participating in online activities and conversations.
- Preparing and leading club explorations.
- Supporting your TED-Ed Club in daily needs, including printing materials, coordinating audio/visual equipment, and taking a leadership role during explorations and activities.
- Inspiring writers and photographers in your club to share stories of your TED-Ed Club.

Leadership Roles: Define Your Own

What other roles might be great to have in your club?
Here are a few ideas:

TED-Ed Club Writers (Optional)

TED-Ed Club Writers are students who share their club's experience with the rest of the world. As club members prepare their talks, the Writer highlights moments from explorations and activities to share via social media. They may also pitch ideas and stories to publish on the official TED-Ed Blog!

TED-Ed Club Photographers

TED-Ed Club Photographers are students who capture the visual essence of the TED-Ed Club narrative. The Photographer works closely with the Writer to share their TED-Ed Club experience with the TED-Ed Club Community through social media and the TED-Ed Blog.

Feedback, Public Speaking and Safety

Throughout this guidebook, you'll be prompted to give constructive feedback, practice public speaking, and create a safe space for your fellow club members. It's up to you to understand what these concepts mean and how they help to enhance your TED-Ed Clubs experience.

Give Constructive Feedback

Constructive feedback builds ability and confidence by pointing out both strengths and weaknesses in a positive, solution-oriented way.

Example of constructive feedback:

"I like the way you used your vivid photos of Costa Rica to introduce the subject of your talk! It hooked me right away. However, I wish the pace hadn't been quite as fast — I missed one of your key points. What if you tried speaking a little more slowly? That might help people catch every word of your idea!"

Examples of non-constructive feedback:

"You talk way too fast."

Practice Public Speaking

You will have multiple opportunities to practice public speaking in front of your club before you record your final TED-Ed Club talk. Take these opportunities seriously; treat them as practice for the real thing! Go to the front of the room or the middle of your circle. Practice good public speaking habits like consistent eye contact, avoidance of filler words, and projecting your voice. Make sure you volunteer for at least one of these opportunities before your final talk.

Create a Safe Space

Many great talks rely on the speaker's ability to be vulnerable, and to speak about experiences of failure, conflict, obstacles, and/or redemption. That's why it's important that your TED-Ed Club be a space where all members feel empowered to freely discuss the things they care about most. To create a space where you and your fellow club members feel okay about sharing such experiences, treat all voices as equal, check your assumptions, acknowledge emotions, and practice active listening. It's also important to "take space and make space"— asking those who usually don't speak up much to speak more, and those who usually dominate conversations to make room for others.



TED-Ed Clubs

Explorations Outline: 1–7



EXPLORATION #1

Introduction Week: What's Your Passion?

Get excited about TED-Ed Clubs! Meet and greet the new (or old) friends you will work with to brainstorm and share great ideas.



EXPLORATION #2

What Makes a Great Idea...Great?

What makes a great idea? What about a great TED Talk? Think about and discuss these questions with your group.



EXPLORATION #3

Brainstorm and Choose Your Idea!

Creatively list 5 ideas and discuss your top 3. Then, declare the idea you want to present at the end of the club cycle (one idea per club member).



EXPLORATION #4

How to Present I: Master the Concept of Beginning, Middle and End

A great beginning is vital when presenting an idea. Understand the basic storytelling arc.



EXPLORATION #5

How to Present II: Identify, Frame and Outline Your Idea

Identify and frame the story arc of each member's idea. Outline key points and the purpose of your presentation.



EXPLORATION #6

How to Present III: Visualize Your Idea

Create 3 or more visuals for your idea(s). They can be slides, or you can create other types of media.



EXPLORATION #7

How to Present IV: Create (and Then Destroy) Your Visuals

Revisit the slides and other media that you previously created. Improve them based on best practices.

TED-Ed Clubs

Explorations Outline: 8–13



EXPLORATION #8

How to Present V: Start Practicing Your Talk

Practice, practice, practice. Begin to act out and loosely record presentations so you can avoid some common mistakes and bad habits.



EXPLORATION #9

How to Present VI: Improve the Video, Lighting and Sound

What makes good (or better) video production? Quick tips on how to troubleshoot or improve video, lighting and sound.



EXPLORATION #10

How to Present VII: Do a Dress Rehearsal

Rehearse, rehearse, rehearse. Present your idea worth spreading to club members. Give and receive constructive feedback.



EXPLORATION #11

How to Present VIII: Record Your Idea Worth Spreading

Present and record your final TED-Ed Club talks. Celebrate your ideas!



EXPLORATION #12

Watch Your Recorded TED-Ed Club Talk

Watch the rough footage of your talk. Discuss what edits to make.



EXPLORATION #13

Edit and Upload the Video of Your TED-Ed Club Talk

Put the final touches on your video and upload it to the TED-Ed YouTube Channel. Don't forget to share the link!



EXPLORATION #1

Introduction Week: What's Your Passion?

At this point, you might have an irresistible idea brewing many great ideas! It's tough to give a good presentation on a topic that you're not passionate about! This exploration is all about getting to know your fellow club members, and identifying and articulating the ideas that motivate you. Later in the club cycle, each member will present and record their own idea worth spreading in the form of a short TED-style talk.



SUGGESTED EXPLORATION TIME

30-60 minutes — some of you may choose to combine this exploration with Exploration #2



MATERIALS

- ☐ A device to take pictures
- ☐ Index cards
- ☐ Pens
- ☐ Copies of the TED-Ed Club Member Guidebook (one for each member)



EXPLORATION #1

Introduction Week: What's Your Passion?



BEFORE THE EXPLORATION

- ☐ Create a TED-Ed (ed.ted.com) account if you haven't already. All members over 13 should aim to have their own account.
- ☐ Watch the first TED-Ed Club Lesson (ed.ted.com/on/vaY6FipN). Your group can choose to do this before or during the exploration.

GUIDING QUESTIONS

What is your name? How would you describe yourself?

What are three things you are passionate about? Check the Extra Resources guide for help answering these questions.

What do you and your club members hope to get out of your TED-Ed Club experience?



EXPLORATION ACTIVITIES

- ☐ Take a few minutes to create a name badge on an index card. Write your name and at least 3 things that you are passionate about.
- ☐ Gather in small groups and introduce yourself to your fellow club members. Learn each other's names and get to know each other.
- ☐ Practice public speaking! Stand up and take 1 minute to share your reasons for joining a TED-ED Club and what you're interested in. This will help your club members give meaningful feedback when you begin developing your idea for a TED-Ed Club talk.

Look for other suggested activities in the Extra Resources packet.



WHAT WILL BE CREATED AT THE END OF THIS EXPLORATION

- ☐ A name badge that lists 3 things you are passionate about. You will bring this to future explorations so that everyone in the club knows your name and interests.

AFTER EXPLORATION #1

- ☐ Browse through the TED Talks (www.ted.com) and TED-Ed Lessons (ed.ted.com) to find ideas that speak to your passions.
- ☐ Send a photo of the name badges from different club members to TED-Ed at tededclubs@ted.com.



EXPLORATION #2

What Makes a Great Idea... Great?

What makes a great idea? Is it the solution that is proposed? Is it the way the community reacts? Is it the sheer passion of the speaker? In this exploration, you and your fellow club members will discuss, consider and define the inherent qualities of an “idea worth spreading.”



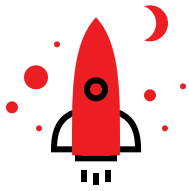
SUGGESTED EXPLORATION TIME

60-90 minutes — some of you may choose to combine this exploration with Exploration #1



MATERIALS

- ☐ Poster paper to draw a concept map or visual that lists and connects the qualities that make an idea worth spreading. (Feel free to use a computer or come up with another creative way to show this as well.)
- ☐ Pens, markers, tape



EXPLORATION #2

What Makes a Great Idea... Great?



BEFORE THE EXPLORATION

- ☐ Watch the second TED-Ed Club Lesson (ed.ted.com/on/TLHhjXpt). Your group can choose to do this before or during the exploration.
- ☐ Visit ed.ted.com to view some TED Talks/TED-Ed Lessons. Pick a favorite one considering what it was about the presentation that resonated with you. Does the presentation you picked contain a great idea or an “idea worth spreading”? Why or why not? Be prepared to share your thoughts.

GUIDING QUESTIONS

Where can you look to find great ideas? Can you communicate the What is your club’s definition of an “idea worth spreading”? What are the qualities of good ideas? What can keep ideas from spreading? Are ideas created by individuals or groups?



EXPLORATION ACTIVITIES

- ☐ Practice public speaking! Ask club members who haven’t spoken before to share out loud which TED Talks they thought were worth spreading and explain how and why the talks inspired them. If there is time, have the rest of the group share.
- ☐ Discuss and list (as a group) qualities that make an idea worth spreading.
- ☐ Translate your co-created list into a visual (like an infographic, a picture, a concept map) that conveys your club’s shared definition of an “idea worth spreading.” This visual will serve as a guiding document for your club.

Look for other suggested activities in the Extra Resources packet.

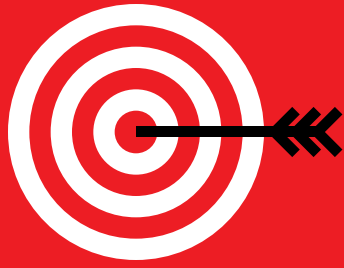


WHAT WILL BE CREATED AT THE END OF THIS EXPLORATION

- ☐ A visual that outlines and connects the qualities of ideas worth spreading.

AFTER EXPLORATION #2

- ☐ Begin to consider and prioritize the ideas you hope to pursue/present in the remaining TED-Ed Club explorations.
- ☐ Send a photo of the concept map or visual that you created to TED-Ed at tededclubs@ted.com. Feel free to share it on social media, and don’t forget to include #TEDEdClubs!



EXPLORATION #3

Brainstorm and Choose Your Idea

At this point, you might have an irresistible idea brewing in your mind — or you might have dozens of ideas. Regardless, it's always helpful to get feedback in the early stages of idea development. Use your time in this exploration to discuss several ideas. Then, declare the idea you want to present at the end of the club cycle (one idea per club member). Don't worry if you have a similar idea to someone else. Collaboration leads to many great ideas!



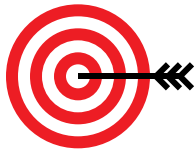
SUGGESTED EXPLORATION TIME

60 minutes



MATERIALS

- ☐ Idea Book(s)
- ☐ Stopwatch
- ☐ Video player (computer, screen and projector, etc.)



EXPLORATION #3

Brainstorm and Choose Your Idea



BEFORE THE EXPLORATION

- ☐ Watch the third TED-Ed Club Lesson (ed.ted.com/on/GoF9QQd4). Your group can choose to do this before or during the exploration.
- ☐ Begin filling out your Idea Book. It's okay if you don't finish.

GUIDING QUESTIONS

Where can you look to find great ideas? Can you communicate the gist of your ideas to your fellow club members in one minute or less?

How can you both give and receive meaningful feedback?

If you have more than one idea, how will you prioritize your list?



EXPLORATION ACTIVITIES

- ☐ Review the club's definition of an "idea worth spreading."
- ☐ Practice public speaking! Present your idea(s) to fellow club members (and be conscientious of time).
- ☐ Meet in groups and take turns pitching ideas and giving feedback. The best pitches are usually short, and the best feedback is usually specific!
- ☐ Use your Idea Book to take notes on the feedback you get from your fellow club members (especially if you hear the same feedback twice!)

Look for other suggested activities in the Extra Resources packet.

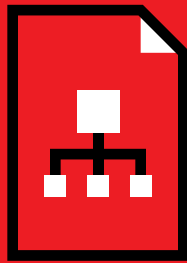


WHAT WILL BE CREATED AT THE END OF THIS EXPLORATION

- ☐ One or more completed Idea Books.

AFTER EXPLORATION #3

- ☐ Audition your idea to people outside of the TED-Ed Club. Try presenting or pitching it to a friend, parent, sibling or teacher. Be on the lookout for recurrent feedback (good or bad) and adjust accordingly.
- ☐ Participate in #SelfieSunday! Club members can post a photo of themselves posing with their idea(s) to Twitter, Facebook or Instagram. Don't forget to use #TEDEdClubs, too!



EXPLORATION #4

How to Present I: Master the Concept of Beginning, Middle and End

At this point, you might have an irresistible idea brewing in your mind — or you might have dozens of ideas. Regardless, it's always helpful to get feedback in the early stages of idea development. Use your time in this exploration to discuss several ideas. Then, declare the idea you want to present at the end of the club cycle (one idea per club member). Don't worry if you have a similar idea to someone else. Collaboration leads to many great ideas!



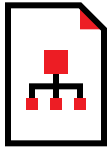
SUGGESTED EXPLORATION TIME

60 minutes



MATERIALS

- ☐ A video player
- ☐ Pen and paper
- ☐ Your Idea Book(s)



EXPLORATION #4

How to Present I: Master the Concept of Beginning, Middle and End



BEFORE THE EXPLORATION

- ☐ Watch the fourth TED-Ed Club Lesson (ed.ted.com/on/HrA69Ef4). Your group can choose to do this before or during the exploration.
- ☐ Watch a few TED Talks, either from the Extra Resources packet or ones you find on [TED.com](https://www.ted.com), and study the story arcs that the speakers use to relay their ideas to audiences of any size.
- ☐ Try to note 3 methods for opening and closing talks that you find to be effective. Try to arrive with some examples that your club can discuss.

GUIDING QUESTIONS

What dynamics make for a strong opening in a talk? A strong conclusion?

How can a speaker keep an audience's attention for 18 minutes, or even 5 minutes? Aside from speaking and storytelling, what qualities comprise the beginning, middle or end of your favorite TED Talks?



EXPLORATION ACTIVITIES

- ☐ Watch examples of TED speakers from the Extra Resources packet — great openings, great methods for sustaining an audience, and great closings (e.g.: “Aha!” moments, props, passionate one-liners) — and discuss.
- ☐ Practice public speaking! A few club members should volunteer to talk about their ideas for a beginning, middle and end, before everyone shares in small groups (if time is available). Fill out your Idea Book.

Look for other suggested activities in the Extra Resources packet.

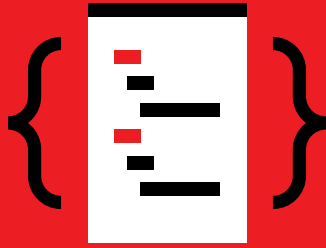


WHAT WILL BE CREATED AT THE END OF THIS EXPLORATION

- ☐ An updated Idea Book that includes more notes on the beginning, middle and end of your TED-Ed Club talk.

AFTER EXPLORATION #4

- ☐ Continue to work through the framework or outline of your talk.
- ☐ Share updated Idea Books with TED-Ed at tededclubs@ted.com and via social media with #TEDEdClubs.



EXPLORATION #5

How to Present II: Identify, Frame and Outline Your Idea

The purpose of this exploration is to give you dedicated time to outline your idea in depth. Think about what you learned about story arc and decide how you will support your idea with evidence. Share your outline with your fellow club members. Try to end this exploration with a good sense of your main points and when you want to convey to them in your talk.



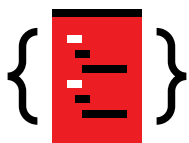
SUGGESTED EXPLORATION TIME

60 minutes



MATERIALS

☐ Your Idea Book(s)



EXPLORATION #5

How to Present II: Identify, Frame and Outline Your Idea



BEFORE THE EXPLORATION

- ☐ Watch the fifth TED-Ed Club Lesson (ed.ted.com/on/O5rULKIT). Your group can choose to do this before or during the exploration.
- ☐ Collect reliable sources that show evidence supporting the directions that your presentation might take. This means you'll want to read plenty of trusted research and articles about your topic (go to bit.ly/1qdvEGx for information on how to evaluate sources), and make sure your idea isn't based on any scientific inaccuracies or common misconceptions. (And triple-check any statistics you include.)
- ☐ Investigate different methods for outlining or storyboarding ideas. Pick an approach that suits your idea, and sketch out a rough outline of your talk.

GUIDING QUESTIONS

Who is your audience? What are the key points you want your audience to understand about your idea?

What facts have you gathered to support those points? What points (if any) distract from the primary message you are trying to communicate? What is the basic story arc of your TED-Ed Club talk?



EXPLORATION ACTIVITIES

- ☐ Review the concepts of storyboarding and narration of ideas.
- ☐ Watch a sample TED Talk and dissect the storyline.
- ☐ List the major points that you would like to convey in your TED-Ed Club talk.
- ☐ Practice public speaking!

Look for other suggested activities in the Extra Resources packet.



WHAT WILL BE CREATED AT THE END OF THIS EXPLORATION

- ☐ A prioritized list of the key points you hope to communicate.
- ☐ A list of stories and/or facts that will help you relay your key points.
- ☐ An in-depth outline of your idea that draws from both lists.

AFTER EXPLORATION #5

- ☐ Think through which parts of your TED-Ed Club talk may need visuals for emphasis and how your visuals can engage your audience.



EXPLORATION #6

How to Present III: Visualize Your Idea

Listening to someone speak is only one part of a great TED Talk or a great presentation. In this exploration, you'll learn how to create effective, memorable visuals that will make your TED-Ed Club talk come alive for the viewer.



SUGGESTED EXPLORATION TIME

60 minutes — some of you may choose to combine this exploration with Exploration #7.



MATERIALS

- ☐ Paper and pens
- ☐ Camera
- ☐ Computer(s), if available, with PowerPoint, Keynote, or other presentation programs. Use what you have available, but don't worry if you do not have access to computers or other resources. Part of the challenge is figuring out ways to creatively solve problems!



EXPLORATION #6

How to Present III: Visualize Your Idea



BEFORE THE EXPLORATION

- ☐ Watch the sixth TED-Ed Club Lesson (ed.ted.com/on/gckCFINs). Your group can choose to do this before or during the exploration.
- ☐ Note the parts of your presentation that would benefit from visuals and have ideas prepared for what these visuals might be.

GUIDING QUESTIONS

When is it useful to have visuals? When is it not useful to have visuals? What do bad visuals look like? What do great visuals look like? How important is consistency across visuals in your presentation?



EXPLORATION ACTIVITIES

- ☐ Watch and find some examples of good (and bad) visuals. Some have been provided for you in the Extra Resources packet.
- ☐ Share your plans for one visual with a fellow club member. Do they agree that this moment in your presentation would be enhanced by a visual, and that the visual you had in mind adds to the experience?
- ☐ Create 3 or more slides, by hand or by computer, that support or clarify a portion of your idea.

Look for other suggested activities in the Extra Resources packet.



WHAT WILL BE CREATED AT THE END OF THIS EXPLORATION

- ☐ At least 1 slide or photo that you can include in your final TED-Ed Club talk.

AFTER EXPLORATION #6

- ☐ Work on any additional media components for your presentations. Some of you may choose to use only one visual, while some may choose to do a lot of media or visuals. Think through what will be best for you and presenting your idea!
- ☐ We want to see your visuals! Send photos of club members creating visuals to TED-Ed at tededclubs@ted.com and share them using #TEDEdClubs.



EXPLORATION #7

How to Present IV: Create (and then Destroy) Your Visuals

Sometimes it's good to take a step back and think about whether your visuals really make sense and make your presentation better. Get creative when thinking about how you present, and what you are presenting. There are limitless ways to make what you're saying even more interesting and fun — slides are not the only type of visual!



SUGGESTED EXPLORATION TIME

60 minutes — some of you may choose to combine this exploration with Exploration #6.



MATERIALS

- ☐ Paper and pens
- ☐ Computer(s), if available, to create presentations in PowerPoint, Keynote, or other programs
- ☐ Use what you have available, but don't worry if you do not have access to some resources. Part of the fun is creative problem-solving!



EXPLORATION #7

How to Present IV: Create (and then Destroy) Your Visuals



BEFORE THE EXPLORATION

- ☐ Watch the seventh TED-Ed Club Lesson (ed.ted.com/on/K3DT6eCG). Your group can choose to do this before or during the exploration.
- ☐ Think about what presentation visuals and/or media might make your TED-Ed Club talk even more interesting.

GUIDING QUESTIONS

Take a look at the visuals that you created in Exploration #6, and think about how you might improve them (or whether you even need them).



EXPLORATION ACTIVITIES

- ☐ Work on your visuals, either on a computer or with pen and paper.
- ☐ Practice public speaking! A few club members should present their visuals to the group and ask for feedback from fellow club members.

Look for other suggested activities in the Extra Resources packet.

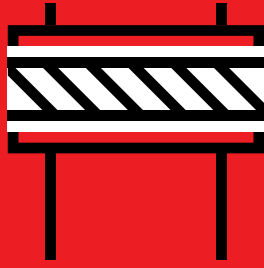


WHAT WILL BE CREATED AT THE END OF THIS EXPLORATION

- ☐ Completed visuals for your final TED-Ed Club talk — whether there is only one slide/media or lots of slides/media is up to you!

AFTER EXPLORATION #7

- ☐ How have your visuals developed? Send photos of your first visuals — and the visuals you ended up using — to tededclubs@ted.com. They may be included in a post on the TED-Ed Blog!



EXPLORATION #8

How to Present V: Start Practicing Your Talk

Practice, practice, practice. Saying “um,” pacing back and forth, and turning away from the audience — these are just a few bad habits that speakers adopt when faced with the pressures of presenting to a large audience. This exploration is about anticipating and preventing the classic bad habits that so often break the precious speaker-to-audience connection.



SUGGESTED EXPLORATION TIME

60 minutes — some of you may choose to combine this exploration with Exploration #9.



MATERIALS

- ☐ A device that records video — it can be fun to review the footage to look for bad habits!



EXPLORATION #8

How to Present V: Start Practicing Your Talk



BEFORE THE EXPLORATION

- ☐ Watch for bad presentation habits happening around you — on TV, in person and even in yourself. Think about how those habits might be broken. (It's okay to make fun of yourself a little bit!)

GUIDING QUESTIONS

What bad habits have you seen in presentations? What various forms do they take? Were all of them obvious, or were some only noticeable over time?

How do speakers recover when things go wrong on stage?



EXPLORATION ACTIVITIES

- ☐ Act out some bad habits that you've observed on stage. We've provided a few examples in the Extra Resources packet.
- ☐ Discuss why these bad habits are not good for presenting, and decide on strategies for preventing them as a group.
- ☐ Practice public speaking! A few club members should deliver 1-minute impromptu speeches, either about a word suggested by the audience or an object in the room (like a pencil, binder, laptop, projector, window, or vase). Watch out for bad habits!

Look for other suggested activities in the Extra Resources packet.

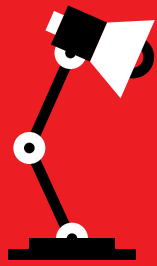


WHAT WILL BE CREATED AT THE END OF THIS EXPLORATION

- ☐ A video of common presentation bloopers and bad habits. Be creative!

AFTER EXPLORATION #8

- ☐ Meet with fellow club members and/or other friends and family to practice your presentation. Listen to feedback on any "bad habits," and try again!
- ☐ Show us your bad habits! Send examples of common presentation bloopers to tededclubs@ted.com or share them online with #TEDEdClubs.



EXPLORATION #9

How to Present VI: Improve the Video, Lighting and Sound

Not every club has the same resources. Some will engage in elaborate production, and others might capture their talks using a mobile phone camera. As long as you employ best practices for the equipment you have (i.e.: If you have lights, use them. If you're using a cell phone, orient it horizontally, not vertically, and stand close to the person so that the audio signal is strong) your idea will shine. But it's also important to test, test, test! Use this exploration to troubleshoot possible scenarios for each club member's final TED-Ed Club talk.



SUGGESTED EXPLORATION TIME

60 minutes — some of you may choose to combine this exploration with Explorations #8 and/or #10.



MATERIALS

- ☐ Any and all gear that your TED-Ed Club will be using to record final TED-Ed Club talks (mobile phones, cameras, microphones, lighting, etc.).



EXPLORATION #9

How to Present VI: Improve the Video, Lighting and Sound



BEFORE THE EXPLORATION

- ☐ Assemble all gear that you will be using to record your TED-Ed Club talks. Make sure you have all your cables, and that all batteries are charged.
- ☐ View and understand examples of good versus bad video, audio and lighting.

GUIDING QUESTIONS

What can your club do to make your TED-Ed Club talk look and sound as strong as possible? What are the inherent challenges to the room in which you'll record? What background should you use for each talk?

Will the visuals be filmed live, or will they be added to the talks in post production? How can you ensure that the TED-Ed Club talks go smoothly?



EXPLORATION ACTIVITIES

- ☐ Choose the location where talks will be made (if you haven't already), and test all audio, video, lighting and computer equipment in that space.
- ☐ Make a list of any missing items that you still need to test.

Look for other suggested activities in the Extra Resources packet.

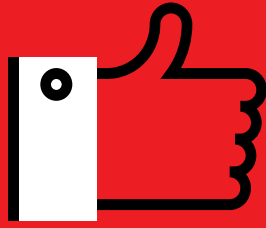


WHAT WILL BE CREATED AT THE END OF THIS EXPLORATION

- ☐ A series of clips that show an improvement in the visual and audio capture of the club members' talks.
- ☐ A list of materials to bring and/or set up before final TED-Ed Club talks. Divide up the list among club members to keep everything on track.

AFTER EXPLORATION #9

- ☐ How have your visuals developed? Send photos of your first visuals — and the visuals you ended up using — to tededclubs@ted.com. They may be included in a post on the TED-Ed Blog!



EXPLORATION #10

How to Present VII: Do a Dress Rehearsal

Rehearse, rehearse, rehearse. TED speakers are known for practicing their talks hundreds of times before presenting on camera and at a conference. Try presenting in front of friends, family, other club members, and even the mirror. And most importantly, ask for feedback. Don't be afraid to get criticism — it will only make your final talk better.



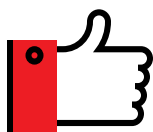
SUGGESTED EXPLORATION TIME

60 minutes — some of you may choose to combine this exploration with Explorations #8 and/or #10.



MATERIALS

- ☐ A device that records video, and any other production equipment available. We encourage you to use what's available to you, whether it is a camera phone or a traditional video camera and microphones. Be creative!



EXPLORATION #10

How to Present VII: Do a Dress Rehearsal



BEFORE THE EXPLORATION

- ☐ Practice your TED-Ed Club talk — and then practice it some more! Be prepared to present in front of the group.

GUIDING QUESTIONS

Do you feel comfortable presenting your idea? Which parts should you tweak before you present and record your final TED-Ed Club talk?

Did any parts feel awkward to say out loud? Which facts should you doublecheck to ensure the integrity of your argument?



EXPLORATION ACTIVITIES

- ☐ Take turns presenting — either to the whole club, or in small groups.
- ☐ Identify where you can improve and/or if there are things you need to add to your visuals/media.
- ☐ Refer to some of the materials provided in the Extra Resources packet if you want additional tips.

Look for other suggested activities in the Extra Resources packet.

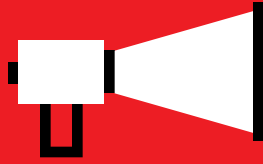


WHAT WILL BE CREATED AT THE END OF THIS EXPLORATION

- ☐ An inside-and-out familiarity with your talk and your idea worth spreading.

AFTER EXPLORATION #10

- ☐ Rehearse. Complete any last needs for your talk.
- ☐ Divvy up a list of last-minute tasks that might need to be done. (For example, if you want to have snacks available on the day that your club records their final TED-Ed Club talks, figure out who will bring snacks.)
- ☐ Take a fun, goofy or silly photo of club members. Share it with tededclubs@ted.com or post it to [#TEDEdClubs](https://twitter.com/TEDEdClubs).



EXPLORATION #11

How to Present VIII: Record Your Idea Worth Spreading

It's showtime! Your effort, practice and hard work pays off today. Use your visuals, practice speaking in public and share your ideas with your club. Make sure that you record these presentations and share them with tededclubs@ted.com. Good luck!



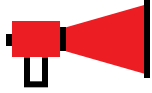
SUGGESTED EXPLORATION TIME

It depends — on how many club members you have and how long their TED-Ed Club talks are. If necessary, you can break this into two recording sessions. Your audience should be no greater than 50 people.



MATERIALS

- ☐ A device that records video. This can be any type of recording device, from a camera phone to a traditional video camera.
- ☐ Tripod or something to hold the video recorder in place.
- ☐ Headphones to listen closely to the sound being captured in the room.
- ☐ Any additional lighting or props you want to use.
- ☐ A simple black or white backdrop without any logos.
- ☐ Water for the speakers.



EXPLORATION #11

How to Present VIII: Record Your Idea Worth Spreading



BEFORE THE EXPLORATION

- ☐ Make sure to complete a test of the video/audio capture right before you start. Small variables for recording can change day to day, or hour to hour, so you will always want to do a small test on the actual day of the recording.

GUIDING QUESTIONS

Is your room set up the way you want it? Can everyone in the room hear and see, and if not, how can you fix it?

What time should you arrive to make sure everything is ready?

What can you do to make each speaker feel more comfortable?



EXPLORATION ACTIVITIES

- ☐ Present and record your final TED-Ed Club talk!
- ☐ Help other club members with their production needs.
- ☐ If you have a small audience, make sure they are taken care of. They should know where to sit, their phones should be turned off, etc.

Look for other suggested activities in the Extra Resources packet.

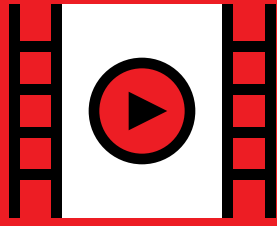


WHAT WILL BE CREATED AT THE END OF THIS EXPLORATION

- ☐ A recorded version of all club members' final TED-Ed Club talks. See Exploration #13 for how to share your video with others and with TED-Ed.

AFTER EXPLORATION #11

- ☐ Make sure you save, back up and appropriately label the files for each separately recorded TED-Ed Club talk.
- ☐ Don't forget to celebrate!



EXPLORATION #12

Watch Your Recorded TED-Ed Club Talk

Congratulations! The hard part is over — you have delivered and filmed a strong presentation. You’ve shared an idea that you’re passionate about — your idea worth spreading. Now it’s time to watch your recorded TED-Ed Club talk and add the final touches.



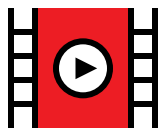
SUGGESTED EXPLORATION TIME

It depends — on how many club members you have and how long their TED-Ed Club talks are. If the length of your videos is longer than the time you have available to watch them as a club, then you may want to watch the recordings in smaller groups. This exploration can be combined with Exploration #13 if you’re running short on time.



MATERIALS

- ☐ The movie files containing your recorded talks
- ☐ A computer and/or screen to view your talks as a group



EXPLORATION #12

Watch Your Recorded TED-Ed Club Talk



BEFORE THE EXPLORATION

- ☐ Be proud of yourself and your fellow club members for working so hard!
- ☐ Make sure that all of the recorded videos are ready to be viewed.

GUIDING QUESTIONS

How did your TED-Ed Club talk turn out?

What did you like about it?

What might you do differently next time?

What do you think about your fellow club members' talks?



EXPLORATION ACTIVITIES

- ☐ Watch your final recorded videos.
- ☐ Discuss in groups what you liked about each club member's final TED-Ed Club talk.
- ☐ Each individual should use their Idea Book to note at least one thing that went well in their talk and at least one thing that they will do differently in future presentations.

Look for other suggested activities in the Extra Resources packet.

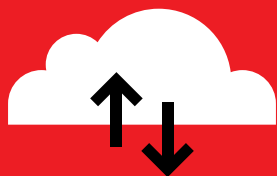


WHAT WILL BE CREATED AT THE END OF THIS EXPLORATION

- ☐ A list of suggested edits from your fellow club members.

AFTER EXPLORATION #12

- ☐ Watch your TED-Ed Club talk again on your own and consider any edits you'd like to make. Make sure to write them down!



EXPLORATION #13

Edit and Upload the Video of Your TED-Ed Club Talk

Put the final touches on your talk, work with your Club Advisor to upload it to the TED-Ed YouTube Channel, and nominate it to be featured on the TED-Ed website! You've worked hard during this process; now it's time to celebrate!



SUGGESTED EXPLORATION TIME

The length of this exploration depends on whether or not you are editing any of the final TED-Ed Club talks and how long it will take to upload each club member's video. You may decide to break this into multiple explorations or one-on-one sessions. This exploration can be combined with Exploration #12.



MATERIALS

- ☐ The TED-Ed Club Video Uploader Instructions (Club leaders can download instructions from the TED-Ed website)
- ☐ A computer with access to the Internet
- ☐ If you are editing your TED-Ed Club talk (e.g., splicing in visuals, switching between multiple cameras), then you will need a computer and an editing program like iMovie, Final Cut Pro or Adobe Premiere Pro.



EXPLORATION #13

Edit and Upload the Video of Your TED-Ed Club Talk



BEFORE THE EXPLORATION

- ☐ Decide if your talk will need editing. If so, you will need to delegate the task to the most capable editor(s) in your group. Reminder: adhere to YouTube's Terms of Service and Community Guidelines.
- ☐ Confirm that all images, music and video clips are cleared for YouTube distribution. Securing rights to copyrighted material is the responsibility of the TED-Ed Club Advisor.

GUIDING QUESTIONS

*If you are editing, how do you want to edit your TED-Ed Club talk?
How will the editing impact your talk?*

What has been your favorite part of participating in a TED-Ed Club?

What did you learn from the entire presentation process?

Are you excited to do it again?



EXPLORATION ACTIVITIES

- ☐ Work with your TED-Ed Club Advisor to prepare your video to be uploaded to the TED-Ed YouTube Channel. Nominate it to be featured on the TED-Ed website!
- ☐ Take a few moments to complete the TED-Ed Club feedback surveys:

Advisor survey: <http://bit.ly/1NHGUrX>

Club member survey: <http://bit.ly/1KM8ajD>

Look for other suggested activities in the Extra Resources packet.



WHAT WILL BE CREATED AT THE END OF THIS EXPLORATION

- ☐ The final video of your TED-Ed Club talk, with a link that's ready to share with your club and the world!



Get Involved, Stay Involved

Below are some suggestions for how you can continue to share your ideas with the rest of the TED community and the world.

Renew your TED-Ed Club

Ask your Club Advisor to fill out the application to renew your TED-Ed Club. We're looking forward to seeing what you have in store as your next great idea!

Participate in the TEDYouth Conference

TEDYouth is a day-long event for high school students, with live speakers, hands-on activities and great conversations. The event coincides with more than 100 self-organized TEDxYouthDay events happening worldwide over a 48-hour period. TEDYouth is streamed online, free of charge. There are lots of ways to get involved!

You can host an informal viewing party around the live webcast of TEDYouth. The webcast URL will be released closer to the event date, so sign up for updates: bit.ly/1WPWju2

For more information on TEDYouth and TEDxYouth Day, visit: ted.com/tedyouth

Organize a TEDx event

TEDx is a community-organized program designed to give groups an opportunity to stimulate dialogue through TED-style experiences at the local level. At TEDx events, a screening of TEDTalks videos — or a combination of live presenters and videos — sparks deep conversation and connections. TEDx events are fully planned and coordinated independently, on a community-by-community basis.

You may want to consider participating in a local TEDx event, or even organizing a TEDx event at your school. There are even TEDx events specifically designed for young people like you!

For more information on TEDx and the many ways to give involved, visit: ted.com/tedx

Volunteer for the TED Open Translation Project

The TED Open Translation Project (OTP) is one of the most comprehensive attempts by a major media platform to subtitle and index online video content. It's also a groundbreaking effort in the public, professional use of volunteer translation.

For more information on becoming a translator for OTP, visit: ted.com/translate/forted