



Internationales
Bildungsforum
**Spielmarkt
Potsdam**

Internationales Bildungsforum Spielmarkt Potsdam 15. und 16. May 2020

INVITATION - Speakers

Ladies and Gentlemen,

It's your turn! – playfully supporting transformations is the theme of the Spielmarkt 2020. We would be delighted if you would like to participate as a speaker in the 29th Internationales Bildungsforum Spielmarkt.

You will find a theme text and further information on the upcoming Spielmarkt on our website. We are looking forward to as many offers as possible which are not only phrased around the theme of the year, but which deal contentually with this topic or a partial aspect of it. Offers with a general reference to the pedagogy of play are also welcome. Please note the corresponding selection field in the form.

To be able to plan accordingly, we would like to ask you to send the form for speakers back to us as soon as possible, but no later than **20. January 2020**. Please complete and save the questionnaire as an Excel document, **DO NOT** return it as a PDF file and **ONLY** email via (info@spielmarkt-potsdam.de). We are unable to process applications in any other form!

Information about your offers:

Please give exact details, especially the workshop days and the exact description of your contribution are important. The short description of the content is decisive for our selection and helps us to better answer specific questions in advance. The short description will be published in the online program as an orientation aid for the visitors.

Through surveys we know that the visitors expect clear information and concrete details on the benefits for their professional practice. The content of your offer should therefore be reflected in the short description. Please formulate brief and clear information instead of flowery advertising texts. For many visitors, the expressiveness of a short description is decisive for participation in an offer. Please focus your offer on one to max. three target groups or fields of work, even if your offer is suitable or can be transferred to a broader circle of people.

Please note that visitors to the workshops expect pedagogical input, not promotional activities for a specific product of an exhibitor. If you only want to present and show the functionality and application of a certain product in a workshop, please state that clearly. In addition to German, we also need English titles and short descriptions for the English online programme. Please note the explanations in the corresponding form field.

Certain activities on Saturday of the Spielmarkt 2020 will be marked with the label "Spiele für die Praxis" (Games for Practice), which are aimed particularly at volunteers working with children and young people, as well as families and can quickly be put into practice by visitors.

There will also be "Accompanied activities for children" on Saturday.

Please evaluate to which extent you can design your Saturday programme in such a way, that it is not only aimed at professional pedagogical staff, but that the actual target groups of pedagogical work, children and young people, can participate in the workshops and activities at their profit. You are also welcome to mention this in the brief description.

Information on the event formats of the Spielmarkt:

For the programme of the Spielmarkt we would be pleased to receive offers in the form of workshops, participatory activities and performances. The times for these formats are on Friday, 15. May and Saturday, 16. May, between 10.30 a.m. and 5.30 p.m. respectively.

The rooms for the offers are very different.

For workshops there are rooms for approx. 25-30 people, or circus tents (round, 8-10m diameter).

There is a good place for performances on the large meadow next to the conference house. Please note any other room requests on the form.

The event formats at a glance:

Workshop 90 minutes: practical examples, lectures, working approaches, backgrounds, possibly trying out individual elements with the participants; remuneration: 90 € (per workshop);

Short workshop 60 minutes: remuneration: 75 Euro (per workshop)

Participatory activity 90 minutes: Practical examples, play chains, emphasis on participating and trying out; remuneration: 75 € (per activity)

Short activity 60 minutes: remuneration: 55 Euro (per activity)

Performances: Theatre, circus, musical performance ...

The decision as to which offers will be accepted will be made by mid-February 2020. Since we receive a lot of offers, unfortunately **NOT** all of them can be considered!

For the offers that we can consider, you will be sent remuneration contracts, which we ask you to please fill out and bring to the Spielmarkt to have them signed at the information desk. Payment will then be made by bank transfer. If necessary, please make a copy for yourself. It is also possible that the contracts come from partners of the Spielmarkt.

Approximately in March 2020 you will receive the draft of the program to see at which times we have planned you in and with which topic or offer. You then have the possibility to submit corrections, if needed.

If you have neither received a rejection nor the draft program for proofreading by mid-March, you are welcome to inquire whether you have been considered.

If you have any further questions, please feel free to contact us (+49 172 32 29 64 3), but it is best to send enquiries to our program team by e-mail (info@spielmarkt-potsdam.de).

In the name of the Spielmarkt team greets cordially,

Martin Lorenz