INTERNATIONAL HOUSE OF EDUCATION

IHE SPARK SERIES GUIDE HANDBOOK

A short guide to organising a successful session

Programme page: https://www.ihedu.org/spark-series

PURPOSE

To connect learners with experts through engaging, one-hour knowledge-sharing sessions across academic, research, and professional fields.

The IHE Spark Series is a continuing series of expert-led webinars and interactive knowledge sessions organized by the International House of Education. Start with the customer – find out what they want and give it to them.

The series aims to create a global learning environment where participants can discover new ideas, understand emerging trends, and engage with experts from diverse academic and professional backgrounds.

From Artificial Intelligence and Data Analytics to Cybersecurity, Education, Research, Intellectual Property, Sustainability, Robotics, and emerging technologies, the Spark Series brings relevant topics to learners and professionals in an accessible online format.

1. Key Guidelines

- Conduct one session approximately every 15 days.
- Keep each session to one hour, including introductions and Q&A.
- Invite speakers from diverse academic, research, industry, and professional fields.
- Promote every session through IHE social media and relevant WhatsApp groups.
- Use approved IHE branding and verify names, titles, dates, and links before publishing.
- Respect participants' privacy; ask before recording or sharing identifiable photos/screenshots.

2. How to Conduct a Spark Series Session

1. Find a speaker — Approach a suitable resource person and discuss a topic aligned with their expertise.

2. Explain the programme — Introduce the objectives, audience, online format, and one-hour duration.

3. Collect details — Get the speaker's full name, designation, institution, short bio, photo, talk title, and availability.

4. Send the invitation — Email the official invitation and confirm the topic, date, time, and meeting format.

5. Design and promote — Prepare the poster and share it across IHE social media and relevant WhatsApp groups.

6. Prepare the meeting — Schedule Google Meet, share the link, test audio/video and screen sharing, and assign team roles.

7. Host the session — Welcome participants, introduce the speaker, manage time and questions, and deliver the vote of thanks, Record the session and upload in YouTube Channel.

8. Share certificates — Share the participant e-certificate link and an appropriate group photo/screenshot. Email the speaker's Certificate of Appreciation and share participant certificates through the agreed channel.

9. Save the records — Keep the poster, speaker details, attendance, certificate link, and social media links for reference.

3. Suggested One-Hour Agenda

Time	Activity
0–5 min	Welcome and introduction to IHE Spark Series
5–10 min	Speaker introduction and session objectives
10–45 min	Main talk
45–55 min	Questions and discussion
55–60 min	Vote of thanks, group photo/screenshot, certificate instructions

4. Team Responsibilities

- Coordinator: manages the schedule and checks that tasks are completed.
- Speaker liaison: approaches speakers, collects details, and sends invitations.
- Host/moderator: runs the meeting, introduces the speaker, and manages Q&A.
- Design and certificates: prepares posters and certificates and checks details.
- Social media and technical support: promotes the event, manages links, and helps with meeting issues.

In a small team, one person may handle more than one role. Assign each task clearly before the event.