



ILLINOIS HOLOCAUST MUSEUM  
& EDUCATION CENTER

## Welcome!

*Thank you for choosing a Virtual Field Trip to the Illinois Holocaust Museum & Education Center.*

IHMEC is dedicated to preserving the legacy of the Holocaust by honoring the memories of those who were lost and by teaching universal lessons that combat hatred, prejudice, and indifference. The museum fulfills its mission through the exhibition, preservation, and interpretation of its collections and through education programs and initiatives that foster the promotion of human rights and the elimination of genocide.

This pre-visit packet was developed to prepare you and your students for your virtual field trip of our exhibitions. A virtual field trip is meant to engage students and spark their interest. If we succeed, students will leave with more questions than answers, as well as a desire to learn more.

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# Pre-Visit Check List

- Congratulations! You booked your field trip!
- Pay \$10 deposit via [paypal](#).
- If you are eligible for financial assistance, apply for an [Opportunity Scholarship](#).
- Receive link to asynchronous field trip with password.
- Pass out pre-visit activities to students.
- Have your students watch the asynchronous Virtual Field Trip in advance of your live Q&A with docent or live speaker (if applicable).
- Send link to education department for live Q&A with docent and/or live Holocaust Survivor speaker (if applicable).
- For groups over 50 using breakout rooms, please prepare to assign one docent and chaperone per breakout room.
  - o You must be using your school's platform (zoom/google meets/etc. to utilize the breakout rooms function.

## Procedures

### ALL VIRTUAL FIELD TRIPS

1. Please pay the online \$10 deposit via [paypal](#) once you receive your confirmation email.
  - o If you are eligible for financial assistance, apply for an [Opportunity Scholarship](#).

### ASYNCHRONOUS VIRTUAL FIELD TRIPS

1. Once you pay your \$10 deposit, you will receive an email with your asynchronous field trip link and password.
2. Please review and share with your students.
3. Fill out Virtual Field Trip Evaluation and send Thank You Letters (if applicable).

## SYNCHRONOUS VIRTUAL FIELD TRIPS

1. Once you pay your \$10 deposit, you will receive an email with your asynchronous field trip link and password 21 days before the live Q&A with docent and/or live speaker.
2. Please review the materials and share virtual field trip with your students.
3. If you scheduled a live Q&A with docent, the docent will reach out to you one week before the presentation.
4. You must send the zoom/google meets/etc. link to the education department at [education@ilhmec.org](mailto:education@ilhmec.org) and your docent or speaker **7 business days** before your live Q&A with docent or live speaker.
5. If you choose for IHMEC to host the live online session, you will receive a zoom link from the Education Department **7 business days** before your live session date.
6. For groups over 50 using breakout rooms, please be prepared to assign one docent and chaperone per room. *The number of docents is noted on your original confirmation letter.*
7. After your Virtual Field Trip, fill out Virtual Field Trip Evaluation form and send Thank You Notes (if applicable).

## Virtual Field Trip Policies

1. Please do not share the password or website link to the asynchronous virtual field trip beyond your classroom.
2. If applicable, please connect with your docent for a technology check.
3. If you choose to use your zoom/google meets/etc. platform, you must provide the education department and docent with the link **7 business days** before the live session. If we do not receive the link, you will forfeit your deposit.
4. You will moderate the live sessions. Please monitor the chat for Q&A. *\*For groups over 50 using breakout rooms, there must be a teacher/chaperone in each breakout room to moderate the Q&A.*
5. It is required for you to fill out the Virtual Field Trip survey after your live virtual field trip session. The survey will be emailed to you post field trip.

# Frequently Asked Questions

## How long are the asynchronous Virtual Field Trips?

- In Our Voices: Karkomi Holocaust Exhibition: 1 hour
- Make a Difference! Harvey L. Miller Family Youth Exhibition Virtual Field Trips: 1 hour & 20 minutes
- Special Exhibition Virtual Field Trips: 45 minutes

## How long is the synchronous live Q&A with a docent for a Virtual Field Trip?

The synchronous live Q&A with a docent will last 20 minutes and will take place after the students have watched the pre-recorded videos. We encourage you to have students prepare questions for the docent before the Q&A session.

## How long will the class have with a live Survivor speaker or 2<sup>nd</sup> generation speaker?

The synchronous live Survivor speaker or 2<sup>nd</sup> generation speaker will last 45 minutes.

## What is the maximum number of students per virtual live Q&A with a docent or with a live speaker?

You can have a maximum of 290 students on a virtual session. *Please contact us if you exceed the maximum amount of students.*

## Are breakout rooms with additional docents available?

Groups of 50 and above have an option to use breakout rooms with additional docents. Breakout rooms cannot have more than 50 students. Each breakout room will have one docent per 50 students and 1 chaperone in each breakout room. *The number of docents is noted in your confirmation letter.*

You must use the school's platform (zoom/google meets/etc.) to utilize breakout rooms.

## How long are the Thematic Holocaust Synchronous Virtual Field Trips?

The Thematic Holocaust Virtual Field Trips last 45 minutes live docent presentation including Q&A.

## Are there suggested learning activities or teaching guidelines you would recommend to prepare for our field trip visit?

Yes! Please visit our [Virtual Educator Resource](#) page for additional activities and themes focused on the Holocaust, genocide, civic engagement, and social emotional learning. Or request a traveling or virtual [Teaching Trunk](#) to supplement your virtual field trip.

## How do I make a change to my field trip request?

In order for the Museum to properly plan for all interested student groups, a **one-time** change may be made to the following:

- Number of Students
- Rescheduling (Date and Time)
- Cancellation

**up to 21 days in advance of the tour, based upon availability.** All changes must be requested in writing to the Education Department at [education@ilhmec.org](mailto:education@ilhmec.org). **Changes will not be accepted by phone.**

## How do I make a payment online?

For help and instructions on how to make an online payment, please visit <https://www.ilholocaustmuseum.org/wp-content/uploads/2021/01/How-to-use-PayOnline.pdf>

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