DIGITAL EDUCATION COUNCIL

Worksheet: Adapting Falling Into AI

Section	Guiding Question	Your Notes/Context
Institutional Objective	What institutional goal is this initiative designed to support (e.g., awareness, adoption, collaboration)?	
Target Audiences	Which groups will be involved (faculty, students, researchers, staff, partners)?	
Scope & Scale	Single campus, multi-campus, or institution-wide? One-off or recurring?	
Core Themes	What AI themes or domains will be highlighted (teaching, research, health, ethics, etc.)?	
Signature Activities	What anchor activities will structure the week (keynotes, panels, labs, demos, breakouts)?	
Experiential Elements	How will participants see and try applied AI (labs, site visits, hands-on sessions)?	
Partner Involvement	Which external or internal partners will contribute (industry, labs, centres)?	
Accessibility & Inclusion	How will you ensure broad participation across disciplines and campuses?	
Collaboration Outcomes	What new connections or cross-unit collaborations are expected?	
Follow-On Mechanisms	How will momentum be sustained after the event (communities, think tanks, pilots)?	
Evidence of Impact	How will you track engagement and organisational outcomes?	
Key Requirements	What coordination, sponsorship, and resources are needed?	
Local Adaptation Notes	Constraints or changes for your context	