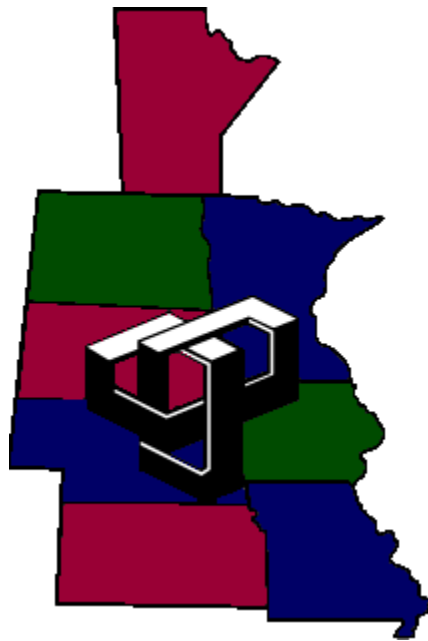


Everything You Need to Know About Conference Programming



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Objective

Why present a program at a conference?

- Pay it forward; Help others out of respect for those who have helped you!
- Get more involved in your regional and national organizations
- Programming is the heart of the residence hall experience, benefit yourself and those around you
- Priceless educational experiences, presenting at a conference is great professional development
- Attain valuable personal experiences with regards to communication, public speaking and leadership

How do I know if I have a worthwhile program?

Programs ideally are original and can provide to the delegates what they could not find at their own campus. However, should you have a more common theme, can you present it in a way that know one has done before? Every conference is about the experience; benefit the delegates with diverse opportunities.

Submission

How do I begin?

- Determine your program
- Discuss with your advisor and NCC; Utilize your resources, rely on experience
- Determine the goals of your program, and plan the best execution with specific attention to resources and time limit.
- Evaluate your resources: cost, materials, information
- Form the necessary team; If you need help find reliable individuals and get them to commit
- Research your deadlines! These can be found on the conference website. Many conference teams will not provide extensions. If you have any concerns, the best choice is direct contact with your conference programming chair. That is what they are there for.

Outline

Why an Outline?

Many conferences do not require a detailed outline, However an outline included with your proposal will help the programming chairs understand your goals and will enhance your chances of being accepted. Programming chairs will not accept what they do not understand!

An outline should include chronological organization of the presentation, down to the finest detail. If nothing else, this will help you prepare for the presentation. You should accurately describe each event, anticipate time for activities, discussion, and clean up.

If you rely heavily on quantitative directions, A good outline should be a minimum of one typed page. Give Details, Details, Details!

Blurbs

What is a blurb?

A blurb is both an informational resource as well as an advertising tool. Your blurb should communicate to the delegate at the very least should detail the theme of the program. If possible clearly identify goals and expected outcomes. As well, your blurb should be enticing and encourage participation. In a way you are selling a product, and the product is your unique educational experience.

Your blurb will appear verbatim in every conference binder! Pay close attention to spelling and grammar. Have five different individuals review your blurb, and ask them what they would expect out of your program, and whether or not they would attend. Your blurb can make or break your program.

Not So Good Proposal

Title: Diversity Activity

Application:

Not fully completed; turn in a completed application or nothing at all.

Outline:

I. Introduce myself

II. Group activity

III. Discussion

IV. They all leave

A good outline should give anticipated times, detailed descriptions, and should avoid generalities. Do not refer solely to the activity. Describe the different occurrences within your presentation

Blurb:

Have you ever been told to “Take a walk in someone else’s shoes?” Ever wanted a fun way to examine how others have been treated? Well, this program is for YOU! Come learn about the diversity among us and have some snacks too.

Good Proposal Title: Different for a Day

Application:

Completely filled out with additional information and included is a very detailed outline and conference binder blurb.

Outline:

- I. Introduction (2min)
 - Introduce presenters
 - Share personal information
- II. Ice breaker activity (5min)
 - Introduce delegates
 - Set tone for activity
- III. Begin Activity (30min)
 - Organize delegates
 - Explain procedure
 - Pass out materials
 - Communicate goals
 - Execute activity
- IV. Wrap Up (10min)
 - Debrief and discuss
 - Swap contact information
 - Discuss application of program on different campuses
- V. Clean up (3min or remaining time)

Blurb:

How can you bring diversity issues to your campus in a fun and interesting way? Come participate in our activity by engaging in one of your favorite childhood games in a whole new way...with a whole new meaning! Come away with the experience and resources necessary to apply this program on your own campus, and the personal development, which comes with participating yourself.

Communication Again, it is extremely important to submit all of your materials on time. Your conference team will provide application materials; make sure they are completed in full with your outline and blurb. Good rule is to submit your program at least five days before deadline to avoid program tardiness. From this point keep in constant contact with your NCC to make sure everything is running smoothly. Make contacts with your conference staff to ensure the arrival of your materials before the deadline.

Should you not receive confirmation of your program, be that an acceptance, alternate, or declination letter within two weeks of the conference, be sure to

personally contact the conference programming chair.

Should you receive an alternate position, this requires you to prepare as if you have been accepted and attend the conference ready to present. Should you not wish to be an alternate, notify your conference staff with plenty of time.

Attend the conference ready to present. Often conflicts will arise; many alternates are called within 24 hours of the scheduled program. Be Prepared!

Preparation

Before the conference:

What materials do you need, and do you have enough? Even if you have a maximum attendance on your program, delegates will still attend regardless. Be prepared with enough materials to handle at least a 25% surplus.

Conferences have ranking competitions, any where from 10 to 30 top positions. If you are selected as a top program may be required to present up to two additional sessions. Clarify with your conference team, and attend with enough materials to undertake as many as three presentations. Should you not want to be considered for the top ten, let your conference staff know with the submission of your application.

Practice your program. Whether in front of a mirror or in front of your friends this is by far the most important step in the process. If you are not prepared, the delegates will know! Practicing will provide you with more confidence, and help you to trouble shoot any problems, which you may not have anticipated.

Packing your bags/van/plane/train/etc. Have a checklist. Forgetting one material can mean disaster to your presentation. Check upon your departure and arrival.

Day of your presentation:

Find your assigned room ahead of time and plan your routes from the programs you are attending to the programs you are presenting. You should arrive to the room before any of your audience.

Arriving early will allow time to set up your presentation, or rearrange the furniture if necessary. Having that time will also allow you time to calm and mentally prepare yourself.

Be sure to leave your assigned room how you found it. Pick up all trash and do not leave anything behind.