

Training Conferences

A Quick Guide



Introduction

Holding any successful event requires a great deal of planning and organization skills. From determining the location to what the program looks like, holding a training conference means hours of preparation. There are so many components to a training conference that it's hard to remember them all. You're in luck! This is a quick guide to help you run the best training conference you can.

By now, most of the basics, such as location and time, should have been determined. Now it's time to make sure you have the nitty gritty stuff.

Though this is mostly directly to rallies, which are larger events and require more planning, these tips and helpful tools can apply to Division Training Conferences.



It's about being prepared and enthusiastic when presenting at workshops. If you're not happy to be there, attendees won't be either.

Publicize your event well in advance! Use email, phone calls, social networks or even snail mail

If you have any questions or need any suggestions for your rally or Division Training Conference, feel free to contact me at nadylinunez.gov@nydkc.org or give me a call.

Contact your fellow Lt. Governors as well. Ask the Lt. Governors that already held their event how it went and for any advice.

GETTING STARTED

Before we dive in, make sure you have these basic questions answered:

1. Who is attending the event? What clubs, District Officers and guests are going?
2. What are special permissions needed to follow through with the event? Have we taken care of them?
3. Where is the event being held? Is it at a location where it is easy to get to?
4. When's the conference happening? Is the time reasonable? Holding a rally that lasts too long may drive away potential attendees.
5. Why are we holding this event? It is important to keep the purpose of this event in mind while you're planning. When you do so, you create an event that gets the message across.
6. How are we going to execute this conference? Don't worry if you don't have the answer to this question. This guide should help.

Prior to the Conference

Have a Schedule

Setting the schedule of the event is extremely important! How hectic would things be without one? When creating a schedule be sure to include the components demonstrated in the sample rally schedule.

Tips to creating an effective schedule →

- ❖ Have a set time aside for registration only.
- ❖ Establish the duration of each session, its contents and presenters.
- ❖ Keep the opening session short but inclusive of all necessary information. There is no need in dragging out time.
- ❖ 5 minute gaps between sessions allow time for members to travel from workshop to workshop.

Now for the Program

The program is distributed to attendees of the training conference. It is important that information provided is presented in an easy to read manner so members spend less time deciphering it and more time participating in workshops.

Tips to creating a proper program

- ❖ Make it a mini book. Just have a double-sided paper that is folded in half.
- ❖ Include the same information as in the schedule but with room numbers.
- ❖ Create a nice cover that is relevant to the event or organization. Nothing too fancy is needed.
- ❖ Make tons of copies in advance! Ask if your school can provide you with copies for free.

You're ready to create
your schedule & program!

Sample Rally Schedule

Saturday October 17, 2009

Joan Smith High School

10:00-10:30am Registration

10:30-10:50am Opening Sessions 20min

Call to Order

Pledge of Allegiance & Key Club Pledge

Welcome to Rally

Introduction to District Board Officers and other guests.

Announcements

1. Brief run through of the event
2. Workshop locations
3. Safety/special announcements

Adjournment

10:55-11:25am Workshop Session I 30min

President & VP: *Lt. Governor Emma*

Secretary: *Past club Secretary James*

Treasurer: *Lt. Governor Tiffany*

Editor/PR: *District Editor Jensen*

Webmaster: *District Webmaster Emily*

Advisors: *KCR Mr. Gioia*

Members: *Club member Adam*

11:30-1:00pm Service Fair & Lunch 1hr 30min

1:05-1:35pm Workshop Session II 30min

Major Emphasis Program: *Lt. Governor Chris*

District Projects: *Lt. Governor Amanda*

Breaking the Ice: *Past club Secretary An*

Running for Higher Office: *Trustee Nancy*

1:40-2:10pm Workshop Session III 30min

Governor's Project: *Governor Nadyli*

Working with Youth: *Lt. Governor Emma*

Breaking the Ice: *Past club Secretary An*

Running for Higher Office: *Lt. Governor Tiffany*

2:15-3:00pm Farewell Session & Divisional 45min

Workshops

Tips and Helpful Advice

The way you arrange your workshops contributes to the experience of the event. Take into consideration the time you have, topics covered and how many sessions you can hold. Put yourself into the members' shoes. What do they want to experience?

- ❖ Dedicate one session to training club positions (presidents, secretaries, treasurers, etc.)
- ❖ Have too many workshops? Have various sessions that provide different ones.
- ❖ Expect a specific workshop to be popular? Repeat it! Sometimes having the same workshop in two sessions allows members to attend another one they really wanted to go to.
- ❖ If you are not running a workshop, visit different ones during the session. Do so especially to workshops being repeated in another session. Provide helpful feedback to make the next session even better!

Keep everyone on the same page by sending updates that include changes and reminders.



Put **YOURSELF** in the members' shoes.

What do they want to experience?

Workshop Checklist

- Workshops have appropriate assigned rooms for their activities.
- Workshops have presenters.
- Materials such as handouts are ready for each workshop.
- Workshops that need a projector/audio have one available and working in the respectful room
- We are happy with the grouping of the workshops for each session

Things to Think About

Food

- What food is being purchased? Does it need to be picked up or will it be delivered?
- If the food has meat, is there an option for vegetarians?
- Are we serving water, soda, and/or juice? How many bottles/cartons do we need?
- Do we have cups, napkins, plates and proper utensils for food being served?
- How are people getting up to get food? Will there be a ticket?

Miscellaneous

- Writing utensils, paper, tape and scissors are always good to have around at any event.
- Does everyone know how to get the conference location?
- Is the registration portion ready? Do we want wristbands? Nametags?
- Do we need microphones for the opening/closing sessions?

Speakers

- Are we having speakers at lunch or during the opening/closing session?
- How long will they take?
- Do they have the proper equipment?

Sign In Sheet

Keep track of who went to your conference. Have a separate sheet for each club or Division. You may choose how much information you want just don't ask for their life story. Below is an example of some of the things you may ask. Be sure to keep it after the event and put it in your Robert F. Lucas Award binder! You can also ask for their email if you are looking to receive feedback.

#	Name	School	Position
1	Sean Swift	North Academy HS	Club President

Consider having a service project at your event. It will help members get to know each other as well as help a cause. You can hold one that falls under the Governor's Project, "Keys to Education".



Thank You

Thank you cards are so important and go a long way. The people who helped make the event happen didn't have to spend the hours of preparation or provide their services. Let them know that you appreciated their contribution to the success of the event. Send thank you cards to presenters, speakers, and special guests. Don't forget to say thanks to all the members who went and participated too!



Consider asking for an entrance fee that will cover expenses. All of the profit can go to a District Project!



It's all about being organized and planning the event. If you feel stressed, take a 15minute break. Understand that preparation may take hours.

You will do an awesome job. Keep that in mind and add some determination, and that attitude will transition into your plan the conference.

Governor Nadyli Nuñez
2010-2011 Service Year
"Caring- Our Way of Life"

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