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| 1. **NAME** of the resource / tool
 | **Agenda to Prepare Conference Participants** |
| 1. **WHAT** is the purpose of the resource / tool?
 | This is a tool to prepare conference participants, so they know why they will be attending the event, coordinate travel and the workshops the will be taken, identify special needs, and establish behavior and outcome expectations with the group. |
| 1. **WHO** developed the resource / tool? (If it was adapted from an existing document, please include a citation for the original source.)
 | Capacity Builder Araceli Simeon |
| 1. **HOW** should the resource / tool be used?
2. *What circumstances are ideal/appropriate?*
3. *By whom and when?*
4. *Is a particular skill set or special preparation needed?*
 | 1. Ideally, this conversation should take place about four weeks before the actual conference to allow for additional information to tailor the program, and to provide some details regarding weather, hotels, and modes of transportation available to get to the event.
2. This conversation occurs between the trip organizer/coordinator and those that signed up to attend.
3. It is important to have this dialogue to share more details with the conference attendants about commitment, as some may not be ready to confirm their attendance until they get these details.
4. It is also important to make a list of all the questions that were not answered when the conversation happens, so the organizer/coordinator can look for and share the information later.
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| 1. **WHY** is this resource being recommended? (What makes is especially effective or useful for community-based work?)
 | Attending conferences is a good way to build knowledge and get information, but it requires a lot of travel coordination with vendors and participants to ensure everyone has correct information about where they need to go. |

**Agenda to Prepare Conference Participants**

**2 hours**

1. **Welcome** (10 min)
	1. Sign-in, get food, materials
	2. State goals: answer questions about logistics and select workshops
	3. Icebreaker: Has anyone gone to a conference/trips like this before?
2. **Review and Discuss Trip Logistics** (40 min)
	1. Confirm everyone is registered
	2. Review itinerary with departure time and locations, stops, hotel registration
	3. Discuss meals and any other costs participants are expected to cover
	4. Complete any pending paperwork that hasn’t been completed
	5. Ask participants to exchange phone numbers
	6. Select a team leader(s) for each community

Responsibility of a team leader:

* + - To have all the phone numbers for every member and workshops assigned. Ensure the cellphones they can be reached at are the same numbers as what was turned into the database.
		- To assist members within their team that may need help
		- Remind members of schedule (meeting times, departure times)
		- Troubleshoot with Capacity Builders / First 5 LA staff if they cannot or do not know how to assist a member in their team
		- If riding bus, ensure their team members are on the bus before driver departs
	1. Discuss weather in San Francisco and what/how much to pack.
1. **Review Community-Specific Training Goals or Priorities** (15 min)
	1. Review conference goals and their connection to the Best Start capacity building plan.
2. **Select Workshops**
	1. Allow members to review the workshop selection.
	2. Record workshops selected by each member in each workshop session.
	3. Ask participants to explain why they selected the workshops they want to attend.
	4. (I’m thinking posting flip chart paper for each of the workshop sessions and have each member write down their choice and rationale)
3. **Next Steps on Pending Items**
	1. Record any pending questions about the conference and send questions to Joaquines, Celina, and Araceli. First 5 LA determines who should call back the parents to provide answers to pending questions.
	2. Notetaker or Capacity Builder types the proposed plan for their specific community and provides updated phone numbers, and designated team leader(s).
4. **Adjourn Meeting**