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| 1. **NAME** of the resource / tool | **Conference Day Agenda** |
| 1. **WHAT** is the purpose of the resource / tool? | This is a facilitator agenda to follow when preparing participants at a conference, before they attend their first session. The purpose is to remind participants of goals, review expectations, and to send off learn feeling motivated and supported. |
| 1. **WHO** developed the resource / tool? (If it was adapted from an existing document, please include a citation for the original source.) | Capacity Builder Kris Hampton with input from other CSSP team members. |
| 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, you request and are given access to a room where you can meet with the group before the conference begins. Option B: If no room is given, then having a huddle on the side is still important, but the duration of that meeting will be a lot shorter given the circumstances. 2. This conversation happens between the trip organizer/coordinator and conference participants. 3. It is important to get share this message with a positive energy, as the intent is to let the group know they are and will be supported throughout their learning process while giving them any last-minute details they may need about logistics. |
| 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 coordinating with participants before, during, and after the conference. Doing so builds relationships, strengthens communication, and ensures a smoother process and a positive experience for all.  Note: It doesn’t mean things will go as planned, but it means a communication system has been established to troubleshoot and resolve challenges toghether along the way. |

1. **Welcome: (10 min)**
   * Welcome everyone to the conference
   * We are thankful that First 5 LA has made it possible for the Best Start Communities to participate.
   * Quick Roll Call of Communities who are present (just to get them pumped up). Ask them to call out their Community’s name.
   * As part of the Capacity Building team we are happy to support our members to participate in events like this.
   * Members introduce themselves to 2 Best Start members from different communities.
2. **2017 National Family & Community Engagement Conference Preparedness: (5 min)**
   * Confirm everyone has completed onsite registration for the conference and received conference materials. Offer onsite registration instructions if needed.
   * Provide location information and time for Opening Plenary session.
   * Wish everyone well, encourage them to enjoy their sessions and exhibitors.
   * Emphasize the importance of making connections while at the conference.
3. **Report back to the Partnerships: (10 min)**
   * + We would like to support you as you prepare to share information with your Partnership.
     + Distribute Conference Reflection & Evaluation Booklet
     + Remind members of Conference Reflections and Evaluation forms previously shared by their Community Capacity Builder.
     + We have this tool to help you. *Hold up the tool and tell them it is in both English and Spanish.*
     + Remind members they will find 3 questions in each section. *Read each question and point to the square.* The 3 questions are:
     1. What is one thing about this session that surprised or interested you?
     2. What information, tool or resource did you learn about that can help your Community Partnership’s current work?
     3. Anything else you would like to share with your community?
     + Please fill this out by the end of each workshop/plenary session or at the end of each day. Share your thoughts with fellow members before your next Partnership meeting.
     + Save your completed booklet for when you meet with your Capacity Builder before your next Leadership and/or Partnership meeting so that they can help you plan your report back.
     + Don’t forget to turn in your evaluation form to a capacity builder before you leave the conference or the next time you see them.
     + Last, meet Mr. Jeff Schnaufer, First 5 LA Writer. He’ll be taking photos and writing an article. He may approach you to interview you. Participation is optional.
     + Any questions?
4. **Closing: (5 min)**
   * Thank the members for this gathering.
   * If you have any questions or need anything please contact your Team Leader or a Capacity Builder at the following numbers:

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