

Conference Café

EUS Continuing Education Department Newsletter

October, 2006

The Conference Café is a newsletter for EUS ACSs and HPSCs providing articles on different aspects of conference planning, with the emphasis on simplifying wherever possible. Please let us know if you cannot view this newsletter, have suggestions for future articles, or any other questions, by emailing dbaier@mac.com.



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We hope this newsletter will simplify the conference planning process, enrich your time as an ACS or HPSC, and bring more joy to the work you do.

So pour a cup of tea or spiced cider, put up your feet, and please enjoy a break on us as you read!

*Warmly, the EUS
Continuing Education
Department Staff*



Welcome to New ACSs!

We extend a warm welcome to these new and "re-newed" ACSs:

- **Joan Reeves**, co-ACS for MA/RI/VT – Joan served many years previously in this position and has graciously returned, to everyone's delight. We love that she's back "home" in the CED.
- **Sue Malone**, co-ACS for MA/RI/VT – Sue is joining Joan to plan the conference scheduled for next spring. As Kathy Daly put it, "I'm sure nothing but fun will be brewing with these two!"
- **Elizabeth Gush**, ACS for South Carolina – We enjoyed meeting Elizabeth and her darling baby at the mini-workshop in July and encouraging her to apply for this job. Welcome and congratulations!
- **Sue Manore**, ACS for Ohio, gave the position lots of thought and discussion at home. She says her family was at the point of saying, "Yes!" for her just to quiet the discussion. Now that's support! Welcome, Sue.

Full contact information for these ladies is available on the newly-updated CED Directory in the yahogroups files section. ☺

CED Mini Workshops In Review

July seems like a long time ago already! But hopefully the glow from the LDSs is still burning, keeping Leaders energized for their work of helping mothers breastfeed their babies.



The CED Mini Workshops were well attended, we're happy to report. Out of 13 Areas that had ACSs at that time, eight had ACSs attending the workshops, as well as one co-ACS, a Leader in the arm-rubbing stage who is now an ACS (yay!), and an AACS. Another ACS and two HPSCs attended LDSs, bringing the grand total of CED Area staff at LDSs up to 14. Those of you who were not able to attend, know that you were missed!

The workshops began on Thursday evenings with a social time. We ordered pizza and salads, did an icebreaker activity, and made a little ladybug craft. It was a nice time relaxing with each other and talking, and no surprise that conferences were one of the topics even though we didn't have an agenda.

Over breakfast on Friday we began by going through the new CPG notebooks that most ACSs brought and inserting the divider pages. This provided an opportunity to review the sections and time to become better acquainted with how this resource is organized.

Some of the ideas that were shared during the workshops were:

- Put the CED Stylesheet in the files section of the yahogroup. Well, it's been there since April!
- Put bios for EUS Council who may be invited to conferences as a representative, in the yahogroup files. I'll work on gathering those ...

- What needs do conferences fulfill for attendees?
 - Social time
 - Meets women's needs to connect and validate
 - Meet & greet time
 - Time to vent and share
 - Family fun
 - Food is central to conversation
 - Conferences are outreach to communities through invited attendance and ad/exhibit participation
- Ideas to further meet needs:
 - Carefully choose location so most can attend
 - Plan things for older kids to do or give them ways to help out
 - Saturday night party with entertainment - "Celebrate Women" theme or ...
 - A time scheduled called "side conversations" where attendees can debrief from sessions and share ideas that were ignited in sessions (instead of having side conversations, which are especially prevalent during luncheon sessions)
- Choosing session topics:
 - Focus on new mothers
 - Have something for everyone in each session
 - Present topics in a fresh, new way
- Co-sponsors/donors:
 - Ask to underwrite specific aspects, such as speaker expenses or lunch
 - Watch for strings attached
- What if volunteers/committees don't do their jobs?
 - Divide jobs up and try to find help
 - Hold committee meetings in different parts of the state—in-person attendance at meetings can build up volunteers as they share and enthusiasm from the group grows
- What do you like about conferences you have planned?
 - Seeing the rewards in attendees faces
 - Getting volunteers and giving them a challenge
 - Seeing things run smoothly as delegated crew took care of things
 - Pre-planning works! CPG helps accomplish that
 - Downtime between sessions
 - 30-minute side conversation time
 - Rejuvenating Leaders to stay active
 - HPS was well-organized and delegated
 - Seeing a lot of fathers and families
 - Adding the fun into evening activities
 - Helping the Area to thrive

Many other things were discussed as lots of sharing happened about specific concerns or challenges. It was great to see experienced ACSs giving ideas and support, and hopefully there was new information for them as well.

Friday afternoon we concluded by meeting with the ACLs and giving them a CD copy of the new CPG. Some new things were pointed out, and then we enjoyed playing the CED version of Chutes & LLLadders with them. As one ACS put it, "This game hits all the high points of the CPG!" We thought so too, and only wished we had more time to go over each point. Maybe we'll do this again as a full Team activity at a future event.

We'd love to have your input as to how to conduct the next workshops—when, where, what works for you? As Regional workshops again? In conjunction with LDSs or separate? Which brings me to the next topic - SARs! ☺

oops!
Again!

Form 104, Financial Worksheet has been fixed, so you can download a corrected form from the yahoo group files section.

The formulas in the first section of the expenses (facility) were corrected and the AV section clarified.

Thank you for your patience!



On Simplicity

"Nothing is more simple than greatness; indeed, to be simple is to be great."

—Ralph Waldo Emerson

Semi-Annual Reports

Most Area administrators are familiar with the procedure of submitting a brief report twice a year to assess their progress, review goals from previous reports, and evaluate the support they receive. We have not asked for this from ACSs in some time, though we think the information gleaned would be helpful not only to you, but to the RCAs who support you. Trust me, this will not be long and painful, just a few questions and you're on your way. Since you already complete a report on your event, the goal is not to over-burden you but to provide one more tool for assessment and to better support you. For this reason too, we will only do this once a year, so technically it's an AR - Annual Report.

Please take a few minutes to fill out this form and return it via e-mail by November 1, to Diane at dbaier@mac.com. You can get the form here from the link at right. ☺

Bulk Ordering from LLI for Conference Bookstores

A bulk order form is now available on the CN. Click the link on the CN homepage, or go directly to: <http://community.llli.org/library.htm?mode=view&did=168144&lid=6620> to download the order form.

This form is available ONLY for LLI Affiliates, Divisions, Areas, Groups or individual Leaders. It is not available for members or the general public. To qualify for bulk ordering, the order must total at least \$100 US, before tax and shipping costs. This form is a temporary measure, until the store reaches full capability, at which time there will be a special entry to the online store that will allow you to place the order directly with us.

For answers to other questions, please see the "FAQ" tab on the excel order form sheet.

LaJuana Oswalt, Special Assistant to the Chairman of the Board

Caution

LLLI has also informed AFCs that credits for Leaders, Groups, or Areas will only be kept on the books for 30 days, with no exceptions. Keep this in mind if you return unsold books from your conference bookstore. ☺

Conference Planning FAQs

Q: Do **LLL-EUS CEU** credits count for a person in a professional way, or is it just a nice stroke? I understand that it can be a resume booster, but wondered—for those who need CEUs for their jobs, etc.—how official are these credits?

A: Every profession is different on what they will accept; we recommend researching your particular profession's requirements. We do know that colleges will turn them into credits. LLL-EUS CEUs can be converted to contact hours for those sitting for the LC exam. They can also be converted to CERPs if an Area Conference doesn't offer CERPs and a Leader applies individually for them. And, as mentioned, use them on resumes—the communication skills and organization and management CEUs have been very helpful to many Leaders in getting jobs. ☺



CERP Calculation Change

Effective January 1, 2007 the International Board of Lactation Consultant Examiners (IBLCE) will recognize **60 minutes of education time as equal to 1 CERP**. This will replace the current system, which was 50 minutes for North America. This change to 60 minutes is consistent with the internationally recognized continuing education standards set by the International Association of Continuing Education Training (IACET) and many national and state nursing associations.

This change does not affect any other aspects of the recertification process or the requirements of recertification. IBCLCs recertifying by continuing education are required to have 75 CERPs. All CERPs earned within the 5-year recertification period will be accepted. Education completed prior to January 1, 2007 will continue to be recognized as 1 CERP = 50 minutes in the Americas Region (North, Central and South America and Israel).

The CERP forms have been updated with this change and can be downloaded from the yahoogroups files section. ☺

Links to

Forms & Updates

CED Directory

CED Stylesheet

Form 104, Financial Worksheet

ACS Annual Report Form (AR)

Bulk Order Form from LLI

CERP Guidelines

CEU & CERP Side-By-Side

Form 400, CERP Timeline

Past issues of Conference Café

We recommend you download and print all of these and make a section in your CPG notebook for this additional information!

CEU & CERP Application Procedures & Late Fees

For many of us, contemplating the myriad forms and the procedure to apply for and provide LLL-EUS CEUs and/or IBLCE CERPs can be daunting. Once you walk through the process, it becomes clearer and even simple!

Kathy Juve, Continuing Education Credentialing Administrator, created a chart that is very helpful to understand and see at a glance what is required and the timeline for the procedure. It is called LLL-EUS CEU & IBLCE CERP Side-By Side (we'll refer to it as the **Side-By-Side form** from now on). This corresponds with the timeline for writing the program and soliciting speakers, so all things need to happen on time and in this order for this to work smoothly. Remember, the goal is to simplify!

One thing to notice is that the fee for LLL-EUS CEUs or CERPs is not submitted with the application (Form 301). The reason for this is that the fees are assessed according to the number of topics that receive certification. Until the CECA has reviewed the topics, this number is not certain. The section of the application related to fees is screened gray and marked for CECA use only. When the review of topics is completed, she will calculate the fees and return the form with the approved list of topics. A check can then be sent to the CECA.

One question that has been raised is regarding late fees if this timeline isn't followed. Yes, there are late fees imposed if all the materials are not submitted by two months prior to the conference. Notice that according to the timeline on the Side-By-Side form, this gives five months from when the application/topics are submitted to gather these documents.

Many CEU-CERP Coordinators report difficulty in obtaining the outlines/forms from speakers before this deadline. First of all, this is somewhat a matter of training speakers as to what is expected. Maybe speakers in your Area have been allowed to hand in outlines at the conference for years and can't understand why this won't work. Some speakers just will not respond to repeated pleadings for paperwork. They need to be reminded that these are professional credits, and maybe you'll have to make the hard decision that some speakers who will not supply what is required cannot present these type of topics.

Secondly, the outlines and objectives actually define whether a topic can be awarded CERPs or not. If these are not sent in for review before the conference, NO CERP certificate can be given at the conference. It is extra work for the CEU-CERP Coordinator to have to mail these afterwards.

Consider this scenario: A speaker does not produce these documents for review before the conference and hands them to the CEU-CERP Coordinator after her session. This topic was included on the CERP Certificate, and all attendees who have paid for CERPs are expecting credit for the topic, since you have advertised it that way. Then a week or so after the conference this outline finally makes it to the CECA. She is dismayed to see that the outline shows what was actually presented either doesn't fit the category that was assigned to it, or worse still, the topic does not have the focus or level of expertise that is required for a CERP. The CEU-CERP Coordinator now has a mess of having to revoke certificates already awarded and reissue new ones. Do attendees get a refund? Not fun.

If we don't adhere to these guidelines for collecting paperwork and passing it on, our providership is put at risk, literally. So, the deadlines we give are meant to impress the importance, the imperative, of submitting this before the conference. Hopefully the consequence of a late fee will help with the "impressing." ☺

Congratulations & Best Wishes!

Congratulations to Elaine and Erin on what sounds like wonderful conferences! We wish the best for the two remaining fall conferences, too.

Elaine Ziska..... LLL of FLSept. 28-Oct. 1 Cocoa Beach, FL
Erin Moore..... LLL of NCSept. 29-Oct. 1 Winston-Salem, NC
Karen Bourn..... LLL of ME/NH October 14..... North Berwick, ME
Helen McCullagh LLL of NY-E October 27-29..... Suffern, NY



*"It is only with the heart
that one can see rightly;
what is essential is
invisible to the eye."*

*—Antoine de
Saint-Exupery*

