

Conference Café

EUS Continuing Education Department Newsletter

June, 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.



In This Issue ...

CED Mini Workshops

One Step at a Time!

Oops! Corrected Form 104



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 iced tea, put up your feet, and please enjoy a break on us as you read!

*Warmly, the EUS
Continuing Education
Department Staff*



CED Mini Workshops & LDSs

I hope you have made plans to attend one of the three mini workshops for both ACSs and HPSCs this summer. We understand that family vacations and celebrations take priority, and not everyone will be able to come. If you are still trying to decide or don't have a conflict of events, PLEASE reconsider and come to the workshop. This is your chance to meet, network, and learn from each other ... meet your RCA and DCEA ... get a boost and lots of new ideas for your next conference or HPS ... get your questions answered ... and have fun in the process.

In addition to the CED Mini Workshop, you really don't want to miss the LDS! I have been getting excited about it all over again from reading the posts on the LDS chat list by Leaders who may be coming to an LDS (or any conference!) for the first time. I can't wait to meet some of them and watch how the energy at the LDS gets them reenergized for helping mothers and babies breastfeed.



I attended my first LDS as a Leader Applicant. I learned so much about being a Leader—focusing on telephone helping, speaking in public, and breastfeeding help questions. It gave me the confidence I needed to lead my first meeting and take those helping calls.

What I enjoy the most about LDSs is that at each one I have met more friends. Through the years the friends I met at the first few LDSs have become closer and have offered me a lot of support in parenting. As I have met more and more friends, they have supported me as I took on administrative duties for La Leche League. It is this network of friends that I can share life's joys and challenges with that keeps me active in La Leche League today. And I hope to meet some new ones this July!

So don't miss out on this chance ... see if there's a way you can work it out to attend, even if it's only for the CED Mini Workshop.

Workshop Schedule

When making your travel plans, please try to arrive on Thursday late afternoon. Note check-in time below and call 443-812-2481 (Diane's cell) to connect and check in. We have pizza, snacks, and an activity planned as a getting-to-know-you party. In addition to supplying your dinner Thursday, we'll provide breakfast on Friday and pay half of your room cost for Thursday night.

	Thursday	5:00 pm.....	Earliest Check-in time (for room keys)
	Thursday	7:00 - 10:00 pm.....	Dinner & Party
	Friday	8:00 am - 12:00 noon	Workshop
(CED events in red)	Friday	Noon.....	LDS Registration opens
	Friday	1:00 - 5:15 pm	LDS Administrative Sessions
	Friday	6:00 - 7:15 pm	BYO Dinner & meet with ACLs
	Friday	7:30 - 10:00 pm.....	Meet & Greet Pep Rally

Workshop Agenda

It is time for us to finalize the agenda of what we will be covering at each Mini Workshop. Only a few of you have responded with the ideas and topics that you'd like to discuss. Since we want this to meet your specific needs, the agenda will vary from site to site. But, **we** need to know what **you** want to know!

As you can see from the schedule listed above, we will have a short time to meet with the ACLs at each location. We are planning a fun time of connecting and communicating about working together as a Team toward conference planning.

Please email your discussion preferences and continue to RSVP to Diane Baier as your plans for the workshops are finalized, with the site you will attend.

BYOB

It's not what you're thinking! :-) This means "Bring your own binder."

Hopefully by now you have received the CD version of the newly-revised *Conference Planning Guide* (CPG) and maybe even had time to browse through it. Several of you have asked whether we will be providing a hard copy of the CPG and here's the plan: we're asking you to print out the pdf file from the CD (front/back on the paper) and 3-hole punch it. Bring it with you, along with your choice of binder (3" recommended) to the workshop. We will provide special divider pages for each section and we'll organize the notebook and look at parts of it together. When you go home we want you to be more familiar with finding things both in the hard copy and on the CD.

So, we want to see YOU at one of the sites listed below. Don't forget to BYOB (and hard copy). As an added incentive, I'll give a special prize to anyone who attends who has read the *entire* new CPG by then. (There will be a test -- kidding!) ☺

2006 Leader Development Seminars

July 7-9 University of Massachusetts, Amherst, MA

July 14-16 Furman University, Greenville, SC

July 21-23 Denison University, Granville, OH

How do you Climb a Mountain? ... One step at a Time!

Climbing a mountain is a daunting prospect, especially when you're looking up from the base. Planning a conference can seem like this sometimes, it is a very big job that can be overwhelming when you look at the entire thing.

Mountain climbers pace themselves—they set goals for each day's achievement and take rests to get ready for the next day's climb. They also have the right tools for their goals and reach the summit one step at a time. They often have the support of guides to help them along the way or provide training before they set out.

Planning a conference is best done the same way—broken down into achievable goals and taken one step at a time. Training and tools, as well as guidance along the way, are provided by the EUS CED staff. Your RCA is happy to guide you and help you find the tools you need to map out your conference planning strategy.

The *Conference Planning Guide* (CPG) is not a book of rules. Instead, it is a tool that will help you to break the job of planning a conference down into manageable steps. It is designed to make your job as easy as possible, with tasks broken down into months beginning from 12 months before your event and following through to a month after, when your reports are completed.

Through the years I've been involved in La Leche League, I have often heard the term "mother-sized" when referring to jobs that Leaders and other volunteers are asked to do. The goal is to keep jobs small and manageable. It is a silly term though, because not all mothers can do the same amount of

Be there
or be

SQUARE



On Simplicity

*The daisy's for simplicity
and unaffected air.*

—Robert Burns

work on top of their family commitments, and not every mother will be able to take on the same responsibilities at different times in her life. Suffice it to say that the job you have accepted, Area Conference Supervisor, taken as a whole, is not a “mother-sized” job. It can easily be overwhelming. Having an organized plan and time line in place is the best way to break this job down into “mother-sized” steps.

I remember reading an article in *Mothering* magazine when I was a new mother about time management. One statement has stayed with me and helped me countless times: “Just do the next thing.” I’ll admit that I’ve had times when I had so many things to do, ‘the next thing’ was hard to figure out. Here’s where another tool comes in handy.

There are two forms in the CPG that will help you to see clearly what ‘the next thing’ is in your planning schedule. Form 100, the Area Conference Timetable & Reporting Checklist, could be your best friend (outside of your RCA, that is). The second is the Committee Master Timeline, which shows each committee’s tasks in a timeline grid so you can easily glance at everything that should be happening in a given month. These two forms, when filled out with your target dates, provide you, your committee, and your RCA with a step-by-step guide for all major planning tasks.

AREA CONFERENCE TIMETABLE & REPORTING CHECKLIST

This form should be used in conjunction with the **Committee Master Timeline**. In addition to the specific tasks below, the ACS will oversee the work of the AACS and the committees. Each ACS will need to customize the time recommendations for each conference. Additional tasks may be needed. **Please complete this form with customized target dates for each item and send a copy to the ACL and RCA as soon as your conference date is set.**

TASK & PERSON RESPONSIBLE	FORM	DATE	REVIEW OR REPORT TO	TARGET DATE	DATE COMPLETED
Select AACS & Committee—ACS, ACL		12 mos			
Select location—ACS, Team, RCA with RA input		10 months			
Review facility contract. Both ACS and ACL (or AFC) should sign contract.		10 months	Team, RCA		
Discuss and decide on conference date, theme, LLLI Rep/RA/RALA—ACS, Team		10 months	RCA input		
Request LLLI Reps, RA/RALA—ACS, Team	101	9 months	LLLI/Kim Rueter, RCA, RA		
Select & invite guest speakers—ACS, Team		9 months	All letters to RCA		
Prepare budget—ACS, ACf Treasurer and/or AFC	104-B	9 months	Team & RCA		
Prepare draft of program topics—ACS		9 months	Team for input		
Write to LLLI reps to confirm attendance & discuss speaking topics—ACS		9 months			
Send ACf Publications Notice to NEW BEGINNINGS—ACS	102	8 months	LLLI/Judy Torgus		
Submit Program topics to RCA for final review—ACS		8 months	RCA & FYI to RA		
Send topics for CEU/CERP topic designations along with CEU/CERP application form	301	8 months	CECA		
Confirm guest speakers—ACS		8 months			
Order mailing labels from LLLI—ACS or Mailing Coordinator		7 months			
Submit potential exhibit and advertiser contact list, letters and contracts—Exhibit Coordinator, ACS	105	7 months	To ACL (& APL for any health-related), then RCA & FYI to RA		
Send exhibit and advertising letters and contracts to approved contacts—Ads/Exhibit Coordinator		6 months			
Send Leader-speaker invitations—Speaker Coordinator, ACS		6 months	To RCA, then to Leaders		
Send bookstore list for review—Bookstore Coordinator		6 months	ACS & ACL		
Complete facility details & menus—ACS, Facility Coordinator		5 months			

1/06

EUS CPG Form 100

So when you’re starting to feel like your job isn’t ‘mother-sized’ or tasks are closing in on you, take them one step at a time, “just do the next thing,” and use the tools in your CPG and your guide (RCA) to help you decide what ‘the next thing’ should be. You’ll have time to climb the mountain and smell the daisies along the way! ☺

oops!

One of the formulas is missing on the new Form 104, Financial Worksheet. The first section of the Expense sheet that covers facility, AV, etc. doesn’t have the totals set up correctly.

If you are familiar with Excel you can add a formula to cells E16 [=SUM(D11:D16)] and I16 [=SUM(H11:H16)] which carry the totals into the next column to be added to the main total.

OR, you can download a corrected form from the Yahoogroup files section.

Also, some of you have stated that you do not have Excel and need to use Works or another program. Try just renaming this file and changing the extension to what works for your software. It might automatically convert and be usable for you.

*“Over the shoulders and slopes of the dune
I saw the white daisies
go down to the sea,
A host in the sunshine,
an army in June,
The people God sends
us to set our heart free.”*

—William Bliss Carman

