



First-Timer Connections

Connecting First-Timers to resources, colleagues, networking, and great experiences with ACCED-I!

We are looking for engaging and experienced ACCED-I members attending the 39th Annual Conference who want to share their expertise, past experiences, and guidance to our newer members and attendees to volunteer as First-Timer Connectors. The goal for the program is to make first timers feel comfortable and know they have someone they can reach out to before, during and after the conference.

Who would be a great Connector?

- Professionals with 3+ years of experience in the conference and event management field AND who has attended at least one ACCED-I Annual Conference in the past 5 years
- Someone wanting to help ensure someone else has a memorable experience for the first time engaging at the Annual Conference level with the association and members
- If you've been looking for a way to give back to the association, this is your opportunity
- Wanting to build relationships and have fun

How will Connectors will be assigned to First-Timers?

- By region
- By focus, conference or events
- By size of institution if possible
- Each Connector will be assigned at least two first timers

What is expected of me as a Connector?

Prior to the Annual Conference

- Complete or update your ACCED-I profile including photo
- Reach out and make contact with your assigned First-Timers twice prior to the Annual Conference
 - First time via email introducing yourself
 - Second time via conference call prior to the annual conference to help prepare them for what to expect, answer any questions about the conference, exchange cell phone numbers so you can connect at the conference

During the Annual Conference

- Wear an ACCED-I Connector button provided at registration to identify yourself as a Connector resource
- Warm and pleasant smiles, approachable, and engaging
- Attend a 15-20 minute meet and greet on Sunday morning prior to the First Timer breakfast. Connectors from every region will have the opportunity to meet their First Timer face-to-face to give First Timers a nice warm welcome.
- Check in with your First Timers by one or more of the following:
 1. Send a text asking how things are going and if they have any questions
 2. Schedule time to grab coffee or a drink
 3. Makes plans to meet up at the photo booth for a quick snap chat
 4. Introduce them to some other colleagues at the regional meeting and help to connect them to people who have similar oversight at their institute

Questions, comments, ideas or feedback can be directed to Jeanne Feathers, jeanne@uniquevenues.com or Kerby Nelson, kerby@jhu.edu. You can sign up to be a Connector on the ACCED-I Annual Conference Registration.