



## Pre-Conference Delegate Meeting Suggested Checklist

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- **REMINDER:** This may be the first conference any of the students have ever been to. Avoid making assumptions about what they may already know about traveling, hotel stays, attending a conference, etc. to ensure the students are as prepared as possible to have an amazing experience!
- **Delegation Development:** Kickoff of your pre-conference meeting with opportunities for your delegation to get to know one another. We suggest the following questions, to get a group conversation started:
  - Why are you going to #AFLVCentral? What do you hope to gain from the experience?
  - What are 3 goals you have for this conference? (Note: Advisor should track these).
  - In what areas do we need progress in our fraternity/sorority community?
  - Why is it important that we're all going together (if applicable)?

Any who have previously participated in the AFLV Central experience could also share insight with other student leaders and offer some suggestions and answer general questions.

- **Standards:** Before arriving, please review the [Standards Policy & Process](#) with your students. We appreciate your help in conveying to the delegates this conference is professional and participants are representing their schools and their fraternal organizations; we expect attendees to act accordingly. Our expectations relate to conduct both in sessions and during personal time. We also encourage you to stress that, in addition to any behavior that violates the law, loud music, disruptive gatherings, and guestroom parties are also violations of our policy.
- **Learning Expectations:** In addition to our Standards Policy, we strongly suggest setting expectations with your delegations. Expectations could include attending sessions (especially morning general sessions), bringing copies of handouts or session notes back to campus, preparing a report for others back on campus, daily check-ins, and so forth. Consider creating a divide and conquer philosophy: assign individuals to specific sessions and creating expectations around splitting up in sessions to obtain the most information possible. We've also provided a sample [Delegate Participation Agreement](#) to ensure your students uphold the standards and policies of not only AFLV Central but your institution as well.
- **Classes and Coursework:** Discuss the necessity of face-to-face faculty conversations to plan for any missed class sessions, assignments, or other coursework. Remember that AFLV provides [a resource](#) to students to share with professors.
- **Transportation:** Coordinate travel plans (i.e. check-in time, departure time, covering expenses, map distribution, ID needs (if flying), airline baggage standards/costs, etc.). Student leaders should share information with parents/guardians about their travel and hotel plans.
- **Expenses:** Review who is responsible for various expenses. If the chapter, council, or university is paying conference expenses, consider requiring delegates to submit some kind of deposit to ensure their attendance. Student leaders should know how much personal money they will need and what costs, if any, will be paid for them. In all cases, students should plan to bring spending money outside of conference expenses.
- **Meals:** Friday lunch, Saturday lunch, and Saturday dinner are all included in the conference schedule. Breakfast each morning may be purchased from stands in the lobby or at the hotel restaurant. Some choose to pack breakfast foods as an alternative. Delegations should discuss dinner plans for both Thursday and Friday evenings. Any participant with a dietary restriction will have meal tickets issued to them at registration.

**Tipping:** Bags should be tipped at \$2 per bag for any individual who moves a bag for the owner. This includes curbside attendants at the airport, bell staff at the hotel, and shuttle drivers. Shuttle drivers, taxi drivers etc. generally should be tipped by each individual in the vehicle, usually \$2 each. Restaurant tipping should be the common 15-20%. It is courteous to leave a tip for the housekeepers at the end of your stay for at least \$5 per guest.

**Conference Dress:** We suggest the following attire for each day of the conference:

Thursday:	Council Apparel, Greek Letters, or collegiate gear is the standard.
Friday & Saturday:	Business Casual
Saturday Banquet:	Pin Attire
Sunday:	Casual, in preparation for the trip home.

Also, check the forecast before you leave; Indianapolis is chilly in the winter. Come prepared with coats, scarves, gloves, etc.

**Check-In Process:** Review check-in procedures both for the hotel and the conference. Remember: students must check in with the hotel first, then the conference. Advisors or council leader may check their entire delegation into the hotel to alleviate congestion at the registration desk, but students should be encouraged to visit the Exhibit Hall while they are being checked-in.

**Program Book:** Program books have all the information you need to have a successful conference. These can be picked up at the registration area, as part of check-in. Limit 1 per attendee.

**Guidebook App:** Download the Guidebook App to read session descriptions, build your schedule, see hotel/convention center maps, and to receive up-to-date push notifications while on-site at the conference. Search for "AFLV Central 2018" in your app store. We highly recommend the Guidebook App as cancellations and additions can be updated in real-time.

**Nametags:** Must be worn at all times, as they are your admission into sessions, meals, and special events. If you lose your nametag, you will be charged a \$20 replacement fee.

**Review the Conference Schedule:** See page 3 for more information. Build in times to check-in onsite, as needed.

**Session Selection:** Selecting sessions at a delegation meeting is suggested. This year, we will be utilizing our Guidebook app to allow for students to pre-register for educational and Game Changer sessions. Your students will be able to sign up in advance for programs they are the most interested in starting a few days after we launch the Guidebook app, which will also be accessible on the web. **Please note:** this new feature is designed for advance preparation, not on-site entry to sessions. Our goal is for students to be able to make alternative plans, as a result of a session being full, prior to arriving on-site.

**Council Meeting Space:** If you need time during the conference to connect with your students, we are offering council meeting space Saturday, February 4 from 2:10 - 5:20 PM in Griffin Hall.

**Post Conference Meeting:**

Establish a date and time for a meeting after the conference for the participants to discuss what they learned at the conference and to develop action plans to implement their new ideas.

- **Review the Schedule at A Glance:** Again, in the interest of not making assumptions about any student's knowledge of or experience in attending conferences, take a deeper dive into the following opportunities (in addition to others at the conference):
- **Exhibit Hall:** Any opportunity to interact with AFLV organizational partners who hope to support students in their work to accelerate progress in their fraternity/sorority communities. Organizational Partners pay the most money to attend the conference, which helps keep student and professional registrations fees at their current levels. Ensuring that your students visit the Exhibit Hall should be a standardized part of the conference experience. We will also raffle off amazing prizes (past items include: AppleTV, Beats by Dre headphones, Southwest Airlines Gift Cards) on Thursday, Friday, and Saturday. Students can receive tickets from Organizational Partners in the Exhibit Hall and they must be present during the drawing to win!
  - **Silent Auction:** An opportunity to both [donate](#) and participate. Students and professionals can leave with great personal items and experiences to help make their fraternity/sorority community better, in many cases for prices well under their market value. Individuals and delegations should consider a Silent Auction allowance. All proceeds from the Silent Auction support the educational experiences created by AFLV.
  - **Town Hall Meetings:** On Thursday at 9 p.m. (during Educational Block 1), the following Town Hall Meetings will take place. The purpose of these meetings is to create affinity within the specific populations at the conference, while also discussing the unique challenges and opportunities each population of students might be facing on their campuses. The Town Hall Meeting Schedule is as follows and we encourage at least one representative from your delegation to attend each:
    - College Panhellenic Town Hall
    - Cultural Greek Town Hall
    - IFC Town Hall
    - National Black Greek Leadership Conference Town Hall (for NPHC Greeks)
    - Professionals Welcome Reception & Town Hall
  - **Game Changers:** Throughout the conference, you'll have the opportunity to see some of the best speakers who are making an impact inside and outside of the fraternal experience. Game Changers take concurrently during the educational blocks and are held in larger rooms to accommodate all who would like to attend. Review the full line-up of speakers with your delegation, many of whom you can't see anywhere else!
  - **Affiliation Luncheon:** This is the meal attended by the most people at the conference; the Affiliation Luncheon is an opportunity to sit with your brothers and sisters throughout the country. Review the Seating Chart in advance on Friday morning to avoid confusion at the doors to the luncheon. If for any reason, you are unable to sit with your affiliation, rest assured that you will get served your meal at the luncheon.
  - **Order of Omega Case Study Competition:** Students can put their problem-solving skills to the test by participating in competition. Each team will present their solution to a given scenario, and will have the opportunity to win a cash prize! You must be present at the Friday Informational Meeting to participate.
  - **NBGLC Stroll Competition:** This exciting event brings together teams comprised of multiple councils to compete in a night full of the latest music and dance moves, plenty of laughter, and the occasional surprise. The competition promotes Greek unity while upholding NPHC's high standards and expectations. Each year the Stroll Competition proves to be a must-see event! If your team would like to participate, make sure to review the Stroll Competition Application Packet prior to registering. Also, new this year, we want you to incorporate the theme Flashback Friday into your stroll!