

PRE-CONFERENCE DELEGATE MEETING SUGGESTED CHECKLIST

- ❑ **Reminder:** This may be the first conference any of the students have ever attended. 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 #AFLVWest? 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 West 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 West but your institution as well.
- ❑ **Classes & 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 will be the responsibility of the attendee. 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, fraternity/sorority letters, or collegiate gear
Friday & Saturday:	Business Casual
Saturday Banquet:	Pin Attire
Sunday:	Casual, in preparation for the trip home.
- ❑ **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.
- ❑ **Conference App:** Download the conference 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. We highly recommend downloading 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.
- ❑ **Session Selection:** Selecting sessions at a delegation meeting is suggested. This year, we will be utilizing our conference 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. 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.
- ❑ **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 Conference Schedule:** Review the schedule at a glance and app. Also, make sure to review these following opportunities:
 - **Exhibit Hall:** This is a great opportunity to interact with AFLV Organizational Partners who hope to support students. Organizational Partners pay the most money to attend the conference, which helps keep student and professional registration 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 on Thursday, Friday, and Saturday. Students must visit the Organizational Partners to receive their raffle tickets, and they must be present during the drawing to win!
 - **Silent Auction:** 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.
 - **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](#) run 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:** The Affiliation Luncheon is an opportunity to sit with your brothers and sisters throughout the country. A seating chart will be available 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, 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 the [Order of Omega Case Study 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 Informational Meeting to participate.