

# Suggested Pre-Conference Meeting Agenda

Prior to the conference, chapter advisors should have a meeting with students to establish expectations and set a positive tone. The following is a suggested agenda:

## **School Spirit**

- Chapter activities (sitting together, going to dinner)
- Award sessions (important to cheer for your chapter)

## **Participant Code of Conduct**

- Thoroughly review so there is NO question as to expectations

## **Dress Code**

- Professional business attire required throughout the conference
- Casual attire only when specified
- Sweats and other athletic clothing is only allowed if using them for athletic purposes
- Sunday Opening Session – chapter attire can only be worn to this session
- Monday Recognition Awards Session – professional business attire
- Tuesday Grand Awards Session – professional business, semi-formal or formal attire

## **Voting Delegates**

- Inform your voting delegates of their responsibilities (see Chapter Officer Information and Voting Delegate Form)

## **Hotel Guidelines**

- Students are not allowed on balconies at any time
- Hotel room keys may become demagnetized by cell phones

## **Advisor Expectations of the Chapter**

- Be on time to all conference activities
- Travel in groups (to mall, hotel, etc.)
- Good sportsmanship
- Cheer for everyone, NEVER BOO!
- Be an example of a professional
- Inform advisor of location
- Curfew at 11:30 p.m.

## **Information Sheet for Parents (Conference Fact Sheet)**

- Travel to conference
- Meeting time and place
- Anticipated expenses
- Procedure for getting in touch with their children while at SCDC