



Marty's Spice of Life

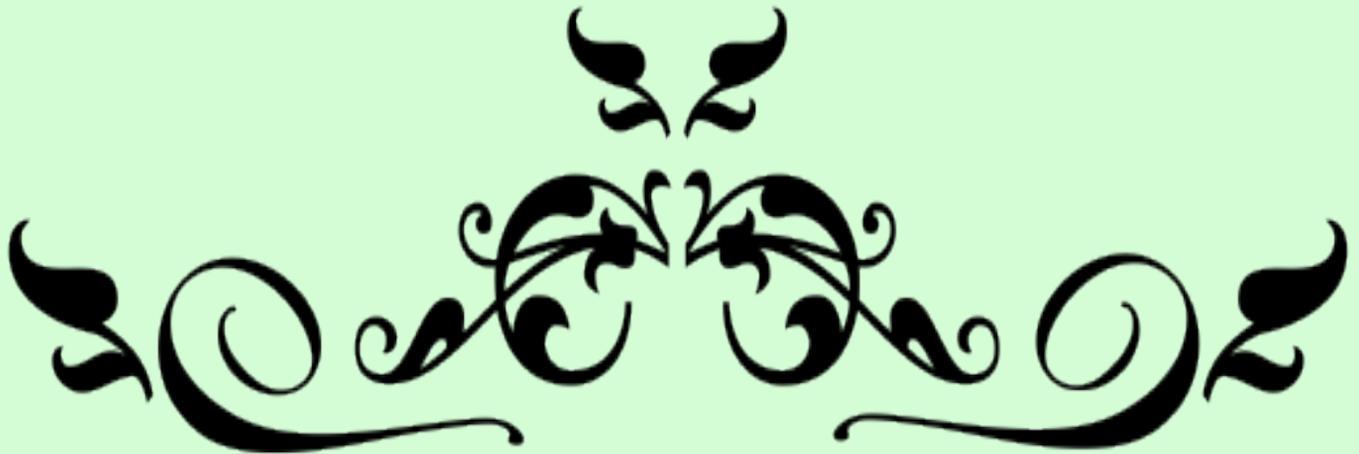
Programming Cookbook



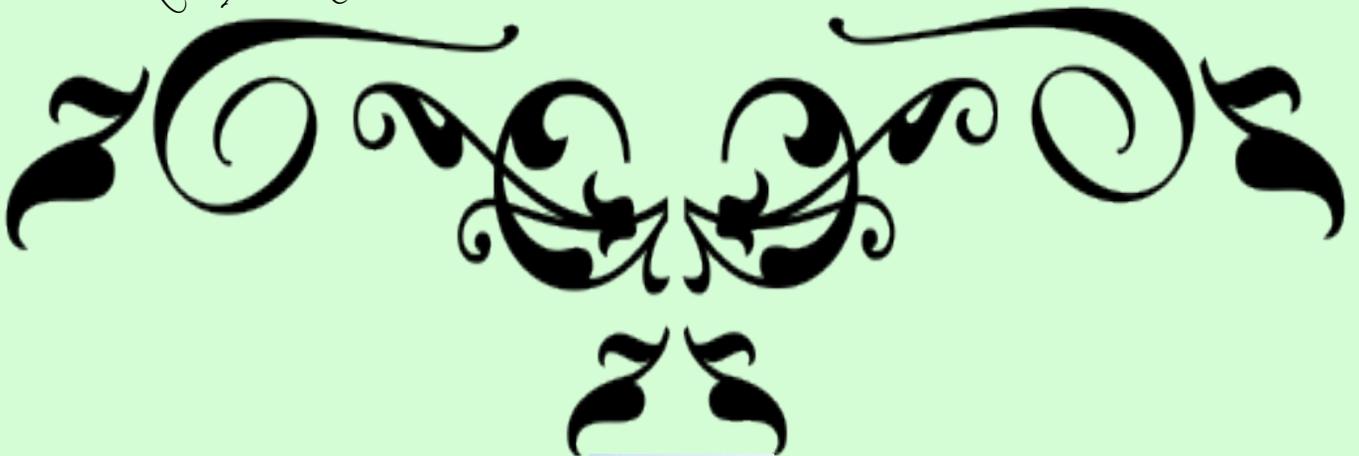
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Letter from the ADPR

Hey NEACURH!

Welcome to the latest programming cookbook *Marty's Spice of Life*, also known as the **Regional's 2014 Conference Programming Guide!** The purpose of this "cookbook" is to provide you the ingredients needed for conference programming. By following the recipes provided, you are sure to create a tasty program for all to enjoy at the conferences.

At any time, if you have questions about programming, please feel free to contact me. I would love to talk to you all about your moose-tastic program recipes!

I'm looking forward to getting a "taste" of all the program recipes NEACURH comes up with this year.



Happy Creating and
Mooselove to the Max!

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Conference Programming

Programming is an important element of the Regional, Mini's, and the NACURH Annual Conference. Programming provides students as well as advisors the opportunity to learn and bring back Program Ideas & Resources to their campuses, as well as providing leadership opportunity to those presenting. It is our hope that you will take part in this important responsibility of educating others by presenting a program at NEACURH and NACURH conferences. Participating in the conference as a presenter can be a fun and rewarding experience. The benefits of presenting a program are endless, but if you need a few examples, read on below!

TOP 8 REASONS YOU SHOULD PRESENT AT A CONFERENCE:

- ✓ It serves as a great learning experience in preparing a presentation
- ✓ It is an opportunity to share ideas and experiences from your school with the region and even... the world!
- ✓ It shows that your school and RHA have initiative and are willing to take a leadership role
- ✓ It is a way to educate others and provide them with information to bring back to their institutions
- ✓ It is an opportunity to be an active NEACURH and NACURH member
- ✓ It is a chance to be recognized as a Top Ten Program, or other forms of recognition through programming.
- ✓ It is an opportunity to make long lasting connections with those that attend your program
- ✓ It's fun!

Helpful Tips for Active Programming

In order for your active program to taste just as good as it was presented, remember the following tips:

Research:

In any presentation, it's important to know what you are educated on the topic discussed. The more familiar you are with your subject, the more comfortable you will be with presenting it and answering questions. Think of it like a chef! A chef who is trained to cook French is an expert in French cuisine as opposed to a chef who only cooks Italian cuisine.

Integration:

You've worked so hard to make this program recipe perfect, but there might be that case when you might have so much information. Don't forget you only have about 45 minutes to present your program recipe. Integrate your material with the main points and the goals of your session in mind.

Practice:

In any recipe, practice makes perfect. If you have the time, present your session to your residence hall government, your advisors, or any other interested people. It's a good way to get a feeling for your use of time, clarity, and overall effectiveness. (Hint: Print out a copy of the program evaluations and hand them out to get more feedback!)

Presentation Style:

Everybody has their own way of presenting, whether it is a lecture, a lecture with a discussion, or being active. Don't be afraid to go outside of the box and present your information in your own way.





Handouts:

There will be participants in your program that would want more information about your topic. Composing a two-page summary of your presentation can be a resource that would be valuable to the participants and yourself as well. Summarizing your thoughts, ideas, and main points in two pages will give you a good working knowledge of your presentation. At the same time, the participants are taking away resources back to their host institution.

Visual Aids:

Visual aids can be a great way to enhance your presentation, but it depends on how it is presented to your audience. Ask yourself these questions:

- ✓ Think as a participant. Would I be able to read all the information?
- ✓ Colors do help. Are they contrasting?
- ✓ Is there too much information to make it distracting?
- ✓ Am I familiar with the audio-visual equipment?
- ✓ Do I have a backup plan in case something goes wrong with the equipment?
- ✓ Am I aware of the different learning styles? How do I cater my presentation to them?
- ✓ Am I using a variety? (Ex. Prezi, group activity, lecture, etc.)

Adaptability:

Think like a chef. What makes your dish so unique and able to be replicated at home? Programmers think the same way, but like an advertiser. Think about and present how the program can be successful if it is adapted to another school that may have different programming tools and resources.

Other Fun Tips:

Give out a program memento that will help them remember how great the program sounded, like a candy, clothespin, or sticker. Who knows, they could be more likely to bring the program back to their institution!

If your audience looks uninterested, so something active for 30 seconds to a minute (Icebreaker, tell a joke, etc.). This will bring the focus back in.



Helpful Tips for Passive Programming

Passive programming is a great way for the first time programmers to “get their feet wet” in NEACURH programming. A passive program still shares similar information as in an actively presented program, but does so with a visual aid only. An example of a visual aid combination includes a tri-fold presentation board and handouts. When these passive programs arrive at the conference, they are displayed in an accessible conference space so that delegates can check them out in their spare time.



Helpful Tips for Passive Programming:

- ✓ Include all the critical information so the idea or program can be understood by a passerby.
- ✓ Be creative in advertising to help draw the delegates to the program display.
- ✓ Make an environmentally friendly handout with basic points and contact information for those who want more information after the conference.
- ✓ Make it visually appealing! (use pictures, color, glitter, etc) to spark curiosity in someone walking by .



For more information about Passive Program award opportunities, see the **Programming Awards** section.



For more information about Passive Program evaluations, see the **Passive Program evaluation** section.



PROGRAMMING ON THE GO

As much as we like to attend all the amazing programs at NEACURH, there is just no time to attend them all in one day. Every program provides a colorful recipe that you just want to try in your kitchen at your institution.

There is a solution to this dilemma, having access to the Programming On The Go website! The site will contain all the recipes with the list of ingredients of all the programs presented at the conference.

Do you want to know how you can access it?

Visit this URL: <http://neacurhadpr.wix.com/moosepogo>

OR follow these instructions:

- 1.) Go to the NEACURH website
- 2.) Locate the PROGRAMMING ON THE GO link on the right corner of the page, below the picture slide show, and just click!



PROGRAMMING ON THE GO

(Continued)

So what are the benefits with “POGO”?

This website allows you to not only see what programs you missed at the conference, but gives you as a student leader the opportunity to share more programming ideas with your host institution. What does that mean for you? You have benefited your institution with a wealth of programming resources that they could use. Also, you as the delegate obtain more resources than you would have in the past after you leave the conference.

We need YOUR help!

In order to create these resources, we need your help and the help of all the program presenters to collect all the materials. All the submissions will be collected and made accessible via Dropbox. Without your submissions, it would be impossible to compile all the necessary information to continue program sharing after the conference! 😊

In order to have a successful resource, every program presenter **MUST** submit some type of explanation of their program to the ADPR. Types of submission can include (but are not limited to):

-Informational Handout

-PowerPoint Presentation

-Your notes about the program

-Digital form of their program

PROGRAM RESOURCES SUBMISSION:

1.) Please send your program resources submissions **BEFORE** the start of the conference via email to the ADPR (neacurhadpr@nacurh.org). This is the preferred method of submission.

2.) By conference check in, these submissions **MUST** be in electronic format: on a CD, flash drive, or by email.



Programming Awards

RECOGNIZE!

There is nothing more satisfying...besides eating a good meal, than NEACURH recognizing all the hard work of our presenters. Giving out awards at the conference banquet is the best way to do it. Here are the awards and award criteria that our Program Presenters are eligible for with all the ingredients and cooking instructions!

TOP 10 PROGRAMS

Ingredients: Active Programming

Cooking Instructions:

- Awards for the Top 10 Programs will be presented at the Regional Conference Banquet on Saturday night.
- Each program will be chosen by tallying all completed program evaluations from each attendee of the program.
- The award consists of a certificate that bears the gold seal of NACURH.

Programming Awards

(continued)

EXCELLENCE IN PROGRAM PRESENTING PIN

Ingredients:

Active Programming

Cooking Instructions:

- This pin will be awarded to the top evaluated program during the Top 10 Program Presentations.
- This award will be selected by a committee comprised of various delegates as selected by the ADPR prior to the conference.
- No less than three committee members will be assigned per top program.
- Program presenters will be evaluated based on the top score of the evaluations.
- The criteria will be decided by the standardized program evaluation as set forth by the ADPR. The criteria will consist of:
 - 1.) Presentation style
 - 2.) Content of Program
 - 3.) Knowledge of Topic
 - 4.) Relativity of college or university residence hall issues

EXCELLENCE IN FIRST TIME PROGRAM PRESENTING AWARD

Ingredients:

Active Programming

Cooking Instructions:

- Awarded to the top evaluated program by a first time presenter(s).
- Only first time program presenters are eligible for this award. A first time program presenter will be defined as a person who has never presented any program at a NEACURH or NACURH conference.
- If a first time program presenter is co-presenting with an experienced program programmer, the first time program presenter will become ineligible for this award.
- This award shall be selected based upon the final review of the program's evaluations, where the first time program presenter(s) receiving the best overall assessment wins the award.
- The award will be given out at the closing banquet of the NEACURH Regional Conferences.
- The award shall consist of a certificate and an Excellence in Program Presenting Pin.



Programming Awards

(continued)

EXCELLENCE IN PASSIVE PROGRAMMING AWARD

Ingredients:

Passive Programming

Cooking Instructions:

- This award shall be presented to the top evaluated passive program.
- The passive program judging criteria shall consist of:
 - 1.) **Organization of the display.**
 - 2.) **Originality of program and display.**
 - 3.) **Creativity of program and display.**
 - 4.) **Relativity to current College and University issues or programs.**
 - 5.) **Quality of the passive program take away handout.**
- This award will be evaluated by the RHA Presidents.
- This award will be selected based upon final review of program evaluations.

FIRST TIME DELEGATE EXCELLENCE IN PASSIVE PROGRAMMING

Ingredients:

Passive Programming

Cooking Instructions:

- This award shall be presented to the top evaluated passive program by a first time delegate.
- Only first time delegates are eligible for this award. A first time delegate will be defined as a person who has never attended a NEACURH conference.
- Whether or not someone is a first time delegate shall be indicated on the program proposal form.
- If a first time delegate is co-presenting with a returning delegate, the first time delegate will become ineligible for this award.
- This award will be evaluated by the RHA Presidents.
- This award will be selected based upon final review of program evaluations.



Programming Awards (continued)

BEST CASE STUDY

Ingredients:

Your Delegation

Cooking Instructions:

- The award for Best Case Study is awarded to the top evaluated Case Study submitted at the Conference.
- The Case Study is written by the ADPR with input from the RBD.
- The Case Study will be distributed to delegates at a time no later than conference check-in.
- Submissions will be judged on criteria including but not limited to:
 - 1.) *Originality*
 - 2.) *Creativity*
 - 3.) *Sensitivity to the issues at hand*
 - 4.) *Statement of goals and objectives*
 - 5.) *Adherence to guidelines*
- Submissions that fail to meet the following criteria will be eliminated:
 - 1.) Submissions may be completed by up to four (4) first time delegates. A first time delegate is defined as an individual who has never attended a NEACURH Conference.
 - *Advisors, returning delegates, professional staff or graduate staff, RBD members and Special Guests may not assist or advise those completing the case study
 - 2.) Case studies may not exceed three pages in length, and all answers must be completed in the space provided.
 - 3.) Case studies must be complete and legible.
 - 4.) Case studies cannot contain the name of any school, person, location, or anything else that would give away an individual or school identity. All case studies are judged blindly.
- Completed Case studies must be returned to the ADPR by a specified time or they will not be considered.
- The ADPR will choose Case Study judges and coordinate the Case Study judging process.
 - **The judges will be selected from a list of Advisors and Special Guests in attendance at conference.*
- The award will consist of a certificate bearing the gold seal of NACURH and shall be presented by a member of the RBD or the Conference Staff.



SAMPLE ACTIVE PROGRAMMING EVALUATION

Title of Program:

Date:

Rate the questions below from Strongly Agree and Strongly Disagree

1.) The presenter was prepared for the presentation

STRONGLY AGREE AGREE NEUTRAL DISAGREE STRONGLY DISAGREE

2.) The presenter was knowledgeable on the topic they presented

STRONGLY AGREE AGREE NEUTRAL DISAGREE STRONGLY DISAGREE

3.) The presenter was engaging and connected to the participants

STRONGLY AGREE AGREE NEUTRAL DISAGREE STRONGLY DISAGREE

4.)

STRONGLY AGREE AGREE NEUTRAL DISAGREE STRONGLY DISAGREE

5.) The information presented in the program can be adapted to my campus.

STRONGLY AGREE AGREE NEUTRAL DISAGREE STRONGLY DISAGREE

6.) The program met my expectations based on the description.

STRONGLY AGREE AGREE NEUTRAL DISAGREE STRONGLY DISAGREE

7.) I would recommend this program to other delegates.

STRONGLY AGREE AGREE NEUTRAL DISAGREE STRONGLY DISAGREE

What did you learn from this program?

How could the presenter(s) have done a better job?

Would you suggest this program be put on again?

List the Strengths, Weaknesses, Opportunities, and Threats (SWOT's) of the program.

Additional questions, comments, or concerns.



SAMPLE PASSIVE PROGRAMMING EVALUATION

Title of Program:

Date:

Rate the questions below from Strongly Agree and Strongly Disagree

1.) The passive display was well organized

STRONGLY AGREE AGREE NEUTRAL DISAGREE STRONGLY DISAGREE

2.) The passive display was presented in a creative and original way

STRONGLY AGREE AGREE NEUTRAL DISAGREE STRONGLY DISAGREE

3.) The passive display was engaging and kept the attention of the audience

STRONGLY AGREE AGREE NEUTRAL DISAGREE STRONGLY DISAGREE

4.) The information displayed can be easily adapted to fit the needs of my campus

STRONGLY AGREE AGREE NEUTRAL DISAGREE STRONGLY DISAGREE

5.) High quality presentation aids (handouts, giveaways, etc.) were included in the display

STRONGLY AGREE AGREE NEUTRAL DISAGREE STRONGLY DISAGREE

6.) I learned something new and valuable from this passive display

STRONGLY AGREE AGREE NEUTRAL DISAGREE STRONGLY DISAGREE

7.) I would recommend other delegates to view this passive display

STRONGLY AGREE AGREE NEUTRAL DISAGREE STRONGLY DISAGREE

What did you learn from this program?

How could the presenter(s) have done a better job?

Would you suggest this program be put on again?

List the Strengths, Weaknesses, Opportunities, and Threats (SWOT's) of the display.

Additional questions, comments, or concerns.



When will all the information for the Programming on the Go website be announced?

All the information you will need to submit your programming “ingredients” will be distributed in an email to the NCCs and the NEACURH Region after the conference.

What happens to the evaluation forms after they are used for the awards?

The evaluation forms will be placed into envelopes and given to your NCC at check-out so you can see your scores. If your program does not receive the one of top ten recipes, don't worry, the evaluations forms will help you improve your recipe.

What if I need something the day of OR during my program?

What are evaluations? How do they work? What's the process?

Have no fear! The programming recipe savers are here! We will have either a table or classroom specifically set up where programming will be taking place that you can go to if you have any questions. There will also be conference staff in the area to check-in at programs to make sure everything is running according to plan. Don't be afraid to ask for help if you need it. We are here to perfect your programming recipes!

An evaluation form will be distributed to delegates evaluating active programming and to the RHA Presidents evaluating passive programming. The forms are based on criteria outlined in the programming awards section. Once the forms are filled out, the delegates will place them in the evaluation boxes that will be located in each of the programming rooms. The conference staff will collect the evaluation forms and tally the results. There will be a selection of Top Ten Judges (Active Programming) prior to the conference assigned to judge the top scoring programs in order to select the recipient of the Excellence in Programming Pin. The similar evaluation form will be used in their judgment.



*Still have questions about
your programming
recipes?*

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*Bon
Appetit!*

