

# NEACURH REGIONALS 2015



## PROGRAMMING GUIDE

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Resources

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# A LETTER FROM YOUR COCD AND COOB

Hey NEACURH!?!

Welcome to the Regionals 2015 Conference Programming Guide!

We are so excited for you to join us, the rest of the RBD and the fabulous Moosa Loompa staff, for the re-opening of Marty's Chocolate Factory! The purpose of this guide is to provide some information about the "sweet" programming options we are offering this year at conferences.

Something that makes this year unique is that we have not yet elected an Associate Director for Programming Resources. The rest of the RBD has split up the tasks usually completed by the ADPR, so be sure to note where to go for certain aspects of programming at Regional!!

If at any time, you have any questions about programming, please feel free to contact us or the marvelous moosa loopa programming chairs! We would love to talk to all of you about all of your moose-tastic programming ideas!

We cannot wait to see the programs that NEACURH comes up with!

Mooselove to the Max!

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# CONFERENCE PROGRAMMING

Programming is an essential element of the NEACURH Regionals and Minis Conferences as well as the NACURH Annual Conference.

Programming at conferences allows delegates from around the region to share and promote ideas and events. Programming is what keeps our chocolate factory as up to date as it can be by exposing us to new and refreshing ideas. It is our hope that you will take part in this important responsibility of educating others by presenting a program at the upcoming conference. The benefits of presenting a program are endless, but if you need a few examples, read on below!

## REASONS YOU SHOULD PRESENT:

- It serves as a great learning experience in preparing a presentation – something you will do throughout your college and professional careers!
- It is an opportunity to share ideas and experiences from your school with the region and the world. – Let your voice be heard!
- 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 institution.
- It is an opportunity to be active in NEACURH and NACURH
- It is a chance to be recognized as a Top Ten Program, or other forms of regional recognition through programming awards.

# TWO TYPES OF CONFERENCE PROGRAMMING:

## ACTIVE PROGRAMMING

- What is active programming?
  - An interactive, live action 30-45 minute presentation
  - Generally includes visual aids, activities and handouts
  - Presented at conference to advisors and other delegates
  - Previous Presentations Include: Developing and expanding your RHA, Inspiration can be found in a minefield, Re-Thinking Fundraising, etc.

## PASSIVE PROGRAMMING

- What is passive programming?
  - An interactive, stationary visual presentation
  - Presenter does not speak or interact face to face with the audience
  - Generally includes a **strong** and **informative** visual aid, props and handouts.
  - Can be an informational poster/display of a previous active program
  - Previous Presentations Include: Random Acts of Kindness Challenge, Residents of the Week, The World in 100 People, etc.

# TIPS ON ACTIVE PROGRAMMING

## RESEARCH:

This is an important aspect of your presentation. Knowing how to do a program is easier than teaching others how to do the same. The more familiar you are with your subject, the more comfortable you will be with presenting it and answering questions.

## INTEGRATION:

If you spend 10 hours on research, avoid trying to present those 10 hours of information in a 45 minute presentation. Integrate your material with the main points and the goals of your session in mind.

## PRACTICE:

Present your session to your residence hall government, your advisors and other interested people; get a feeling for your use of time, clarity, and overall effectiveness.



# TIPS ON ACTIVE PROGRAMMING

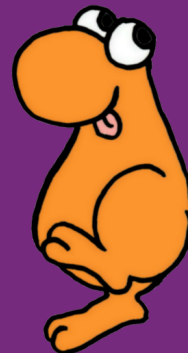
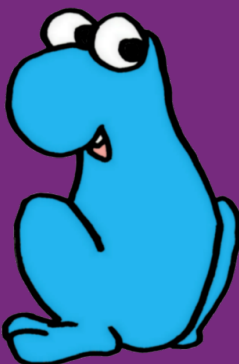
## PRESENTATION STYLE:

There are many different presentation styles to choose from. Choose one you are most comfortable with and one that will best suit your topic. Here are a few ideas:

- A straightforward, formal lecture
- A lecture/discussion format
- An active/interactive format

## HANDOUTS:

A two-page summary of your presentation is valuable to you and the participants. After your research, if you can summarize your thoughts, ideas, and main points in two pages, you should have a good working knowledge of your presentation. If you provide these handouts to delegates, they have the opportunity to take knowledge and information home to be reviewed and studied.



# TIPS ON ACTIVE PROGRAMMING

## VISUAL AIDS

Visual aids can add or detract from your presentation. If you are planning to use them, you should make sure to think about the following to see if it is the best decision for your presentation:

- Think of yourself as a participant when you are preparing your visual aids. Prints need to be clear and large enough for all to read
- Colors help - think contrasting colors
- Too much information is distracting
- Become familiar with your audio-visual equipment
- Do you have another plan in case something goes wrong with the equipment?
- Be aware of the different learning styles and cater your presentation to them.
- Try having a variety: PowerPoint, group activity, lecture, etc.

## ADAPTABILITY

Brainstorm ideas to make your program transferable to other schools. 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. It may also be helpful to consider various restrictions that would prevent other schools from applying their program to their campuses.



# TIPS ON ACTIVE PROGRAMMING

## FUN HUNT

Delegates love free gifts! If you can, hand out a program memento like candy, clothespins, or stickers to get them excited about attending your program. This may help them to remember how great the program sounded and they could be more likely to bring the program back to their institution!



# TIPS ON PASSIVE PROGRAMMING

Passive programming is a great way for 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. The visual aid is usually the combination of a tri-fold presentation board and handouts. Once turned in at conference, these passive programs are displayed in an accessible conference space so that delegates can check them out in their spare time.

# TIPS ON PASSIVE PROGRAMMING

## HELPFUL PASSIVE PROGRAMMING HINTS

- Portray all critical information so the idea or program can be understood by a passerby.
- Use-advertising techniques to help draw delegates to the program display.
- Make an environmentally friendly handout with basic points and contact information for people who want more information after conference.
- Make the board as interesting as possible (use pictures, color, glitter, etc) to spark curiosity in someone walking by the passive programs.

## PASSIVE PROGRAMMING CRITERIA FOR EVALUATIONS

- Organization of the display
- Originality of program and display
- Creativity of program and display
- Relativity of the program to current College and University issues
- Quality of the passive programming take away handout

# TIPS ON PASSIVE PROGRAMMING

## OTHER PASSIVE PROGRAMMING INFORMATION

- All passive programs will be evaluated by RHA Presidents
- All passive programs are due at CHECK-IN on Friday
- All delegates will have the chance to view your passive programs

## PROGRAMMING ON THE & O

The only downfall of having a conference with such amazing programs is that it is impossible to attend every single one! In order to help each delegate experience all the awesome programs at conference, each school will be given access to the “Programming on the Go” website that includes information about each program presented during the conference.

In addition to fulfilling your curiosity about the programs you missed at the conference, this electronic resource gives you the opportunity to share more programming ideas with your host institution. As a result, your institution gets much more value for the cost of attending the conference since you leave with many more resources than you would have in the past!

More information about POGO will be distributed shortly!

# PROGRAMMING AWARDS

NEACURH loves recognizing all of the hard work our presenters put into presenting moosetastic programs, and what better way than to do this through giving out awards at the conference banquet??? Here are the awards and award criteria that our Program Presenters are eligible for.

## TOP 10 PROGRAMS (ACTIVE PROGRAMMING)

- 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 NEACURH.



# PROGRAMMING AWARDS

## NEACURH EXCELLENCE IN PROGRAM, PRESENTING PIN (ACTIVE PROGRAMMING)

- 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 ADNRHH 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 ADNRHH. The criteria will consist of:
  1. Presentation style
  2. Content of program
  3. Knowledge of topic
  4. Relativity of college or university residence hall issue

# PROGRAMMING AWARDS

## EXCELLENCE IN FIRST TIME PROGRAM PRESENTING AWARD

### (ACTIVE PROGRAMMING)

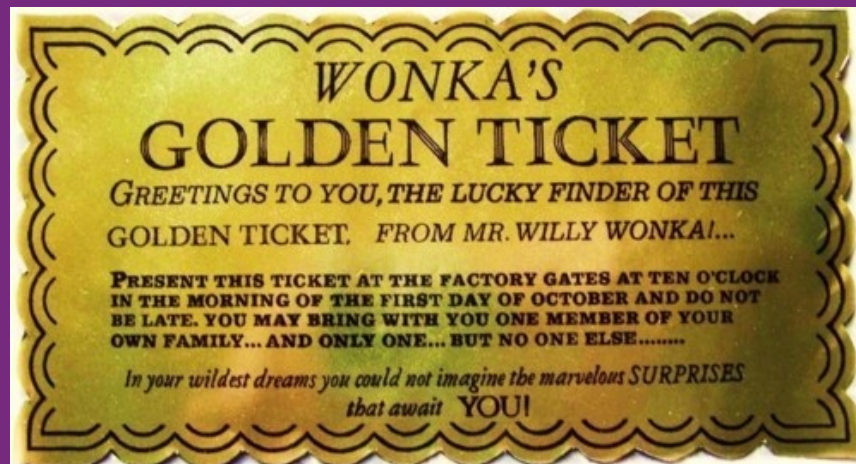
- Awarded to the top evaluated program by a first time presenter(s).
- Only first time program presenters are eligible for this award. A first time program presenter will be defined as a person who has never presented any program at a NEACURH or NACURH conference (whether it be active or passive).
- 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

## EXCELLENCE IN PASSIVE PROGRAMMING AWARD (PASSIVE PROGRAMMING)

- 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



# PROGRAMMING AWARDS

## EXCELLENCE IN FIRST TIME PASSIVE PROGRAMMING AWARD (PASSIVE PROGRAMMING)

- 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 any NEACURH or NACURH conference.
- If a first time delegate is co-presenting with an experienced delegate, the first time delegate will become ineligible for this award.
- 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



# PROGRAMMING AWARDS

## BEST CASE STUDY

- 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 ADNRRH 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



# PROGRAMMING AWARDS

## BEST CASE STUDY

- 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.
    1. \*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 ADNRRH by a specified time or they will not be considered.
- The ADNRRH 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.

# ACTIVE PROGRAMMING EVALUTATION

Title of Program:

Date:

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. The information presented in the program can be adapted to my campus  
Strongly Agree | Agree | Neutral | Disagree | Strongly Disagree
5. The program met my expectations based on the description  
Strongly Agree | Agree | Neutral | Disagree | Strongly Disagree
6. I would recommend this program to other delegates  
Strongly Agree | Agree | Neutral | Disagree | Strongly Disagree

What did you learn from this program?

Rate the questions below from Strongly Agree and Strongly Disagree

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

Would you suggest this program be put on again?

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

Additional questions, comments, or concerns:

# PASSIVE PROGRAMMING EVALUATION

Title of Program:

Date:

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?

Rate the questions below from Strongly Agree and Strongly Disagree

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

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

Additional questions, comments, or concerns:

# FREQUENTLY ASKED QUESTIONS

## **What do I do if I need something the day of or during my program?**

We will have a table or classroom specifically set up in the building where programming will be taking place that you can go to if you have any problems. We will also have conference staff walking around to check-in at programs to make sure everything is running smoothly. If you foresee something potentially going wrong, let us know ASAP to make things run smoothly. Don't be afraid to ask for help!

## **How does the evaluation process work?**

Delegates evaluating active programming and RHA Presidents evaluating passive programming will be given evaluation forms based on the criteria outlined in the programming awards section. They will then fill out those forms and place them into the brand new evaluation boxes that will be placed in each of the programming rooms. The conference staff will then collect all of the evaluation forms and tally the results. Top Ten Judges (Active Programming) will be selected prior to conference and will be assigned to judge the top scoring programs in order to select the recipient of the Excellence in Programming Pin. These judges will use the same evaluations outlined in this guide.

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

Evaluation forms will be placed into envelopes and given to your NCC at check-out so you can see all of the scores you were given and areas you can improve on.

## **How will I be able to access the Programming on the Go Website after Conference?**

All information regarding accessing the Programming on the Go Website will be distributed to the NCC's and the NEACURH Region in an email after conference!

Let us know if you know of or have any other questions that we could add to this list!

# CONTACT INFORMATION

Be sure to reach out with any and all questions!

## **Cassandra Deal**

NEACURH Regional Director

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