

New York State College Health Association

2008 ANNUAL MEETING

“New Directions in College Health”

October 22-24, 2008 • Sheraton Syracuse University Hotel & Conference Center • Syracuse, NY

GETTING THE MOST FROM AN ANNUAL MEETING

Adapted from Time Management Made Easy, Peter Turla and Kathleen Hawkins

1. **Plan ahead.** Give your co-workers the phone number of the hotel where the meeting is taking place. Tell them that unless you hear otherwise, you will assume things are running smoothly and you will not call the office.
 2. **Bring a supply of business cards.** During the course of the conference, exchange business cards with other attendees. The contacts you make can be mutually rewarding for years to come. On the back of each card you receive, jot a note regarding topics discussed with that person.
 3. **Come with goals.** Having specific goals can help you focus better on what you want to accomplish. Do you want to learn a new subject, refine your skills, make professional contacts, become acquainted with new technologies, strategies or techniques???
 4. **Plan your agenda.** Read the final program schedule thoroughly. Make notes and plan your agenda in advance. Learn your way around the meeting facility early to avoid having to rush around finding workshop locations and being late. If you cannot attend all the sessions you prefer, ask a friend to share information with you. (Note: You can find the descriptions of the programs on the NYSCHA web site at www.NYSCHA.org.)
 5. **Be on time for the opening comments.** At the beginning of the session the presenter gives an overview, which provides you with a sense of the focus of the program and mentally prepares you for the information.
 6. **Get involved.** Take notes. This helps you remember important points. Ask questions. The program is only a success when it meets your needs and answers your questions. Share your thoughts and ideas with others. Sharing your experience helps you understand where you have been; others may also benefit from hearing another viewpoint.
 7. **Make contacts.** Invest time in networking. Attend all conference meals and social events. Be sure you meet, talk, or have lunch with as many other participants as possible because they will have similar interests and challenges. Introduce yourself and wear your nametag.
 8. **Earn CE credits.** Recognized by most educational and professional organizations, the continuing education certificate is documentation of your efforts to invest time in professional development. Retain the certificate in your personal file as a record of CE hours awarded.
 9. **Complete the evaluation.** Take the time to provide constructive feedback to the conference planners. This way, the association can strive to sponsor excellent and relevant programming.
 10. **Follow through.** Share what you learned with others. Develop an action plan to apply new ideas. Review your notes and the handouts at regular intervals to reinforce what you learned. Feel free to contact a presenter if you have additional comments or need additional information.
 11. **Keep in touch.** Remember the contacts you made. Send follow-up notes. Keep your network up to date.
 12. **Enjoy & relax a bit!!!**
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