

1/15/10

*Conference Schedule*

Tuesday, February 16

Time	Event	Location
2:00 pm – 6:00 pm	Registration and Information Area Open As a courtesy for those who wish to acquire their conference materials early, the Registration Desk will be open on Tuesday from 2 – 6 pm. Please note: there are no officially scheduled conference activities on Tuesday, February 16.	Marquis Ballroom Foyer

Wednesday, February 17

Time	Event	Speaker	Location
7:00 am – 5:00 pm	Registration and Information Area Open Each attendee will need to check-in at the Registration and Information Area to pick up conference materials, including a detailed program schedule. This area will also serve as a general information source throughout the duration of the conference.		Marquis Ballroom Foyer
7:30 am – 5:30 pm	Corporate Showcase The Corporate Showcase features companies from across the United States and Canada that provide invaluable resources and services for those who plan and coordinate commencement, convocation and graduation ceremonies. The Corporate Showcase provides a unique opportunity for conference attendees to visit with industry specialists in a relaxed setting.		Marquis Ballroom South/Center
7:30 am – 8:45 a m	New to NAACO Breakfast So you are new to NAACO. Never been to this conference before? Don't know anyone here? The New to NAACO Breakfast is where you start your day. Those who have chosen to participate in the Mentor Program will meet their mentors at breakfast. First timers who want to say hello and begin meeting other first-time attendees should join us as well! This event is for first-time attendees and mentors only, please.	April Harris	Elite Ballroom
7:30 am – 8:45 a m	Breakfast You have been to this conference before. Maybe all ten times! The general breakfast event will feel like a reunion. Come by for coffee and conversation. Breakfast is provided as well. Catch up with other conference attendees and prepare for the start of the 10 <sup>th</sup> Annual Conference.		Marquis Ballroom South/Center
9:00 am – 9:15 am	Opening Session <i>President's Welcome</i> We will start off the conference with a welcome from NAACO President, Jane Smith and introduce you to the NAACO Executive Board.	Jane Smith	Marquis Ballroom North
9:15 am – 10:15 am	Opening Keynote Address <i>The Magic and Power of the People Around You</i>	Jeffrey Kaplan	Marquis Ballroom North
10:15 am – 12:15 am	Resources Area Open In this area you can purchase resources relevant to your responsibilities. Resources linked to speakers can be obtained here. At list of available resources will be posted.		Marquis Ballroom Foyer
10:15 am – 10:45 am	Break Breaks throughout the conference are designed to give you time to browse the Corporate Showcase and visit with colleagues.		Marquis Ballroom South/Center
	Educational Sessions Attendee Level Suggestions		
		Basic	Midlevel
		Advanced	General
10:45 am – 12:00 pm	Educational Sessions		

**Not Just Commencement:** Pamela Faust **Orange County 1**  
**Meaningful Ceremonies Throughout the Academic Year**

Maintaining or starting new ceremonies besides Commencement at your institution? Trying to shake the cobwebs off an old event? Searching for a better answer than, “we’ve always done it that way” when explaining your traditions? Wondering if other institutions can seem as crazy and obstinate as yours does some days? This session will use the history behind the five annual ceremonies at Kenyon College as a starting point to discuss the challenge of sustaining or creating up-to-date and relevant (and cost effective!) ceremonies at a modern institution while maintaining or crafting the historic aspects that are so attractive and important to its constituencies: parents, students, alumni, faculty, and staff.

**1B B Battling the Basics Orange County 2**  
**1C A Obtaining Credentials-Certified Special Events Professional Orange County 3**

**Honoring The Accomplishment** Colleen Bjornson **Orange County 4**  
Ellen BOWENS

When a student passes away it impacts not only the student’s family, but the school staff, faculty, and other students. When it happened to us, we lost 3 students within in weeks of each other and 2 months prior to our ceremony. We only had a procedure for the administration portion but the loss of these students touched our campus so deeply we felt we needed to do something more than mail an honorary degree to the family. This presentation will show you how to handle the loss of a student with the right combination of diplomacy and emotion.

**Producing Commencement At The University of Southern California** Jeffrey Olsen **Salon G**

With over 40,000 guests attending 28 ceremonies and 68 receptions, the University of Southern California’s commencement activities are meticulously planned. We are fortunate to have a large support staff, but the lessons that we have learned over the years can be applied to any other institution, regardless of staff size. Jeffrey Olsen, commencement producer for the University of Southern California, will discuss the ins and outs of the big day at USC, from ensuring all the right messages reach our guests to using commencement as a branding opportunity.

**1F B How to use the Corporate Showcase Salon H**

**Pre-recording Candidates’ Names For Commencement Ceremonies** Joey Wall **Salon I**  
Lee Walis

Consider that a College’s Commencement is its most important day of every year. Receiving a degree is among the most important days of any individual’s life. For those institutions that keep as part of the ceremony announcing the degree candidates’ names, the responsibility of correct pronunciation should be considered highest priority. That most honored moment can be diminished by mispronunciation of a name. The Marist College Media Center created a unique approach to name reading. Candidates’ names are pre-recorded by School Deans and the recordings are played back as individuals cross the stage at the live ceremonies. Of course, the names must be pronounced correctly when recorded and extraordinary efforts are put forth to ensure that happens. The collaborative effort involves several departments and months of work. In its fourth year, the project has been a great success, vastly improving the experience for all commencement participants.

This Marist Media Center presentation will describe the process in detail, how the collaboration unfolded, the technology used, and the improvements made each year that brought the system to where it is today.

**1H G Emergency Preparedness (Red Cross) Salon K**

12:15 pm – 1:30 pm

**Buffet Lunch**

**Marquis Ballroom South/Center**

12:00 pm – 5:00 pm

**Charity Area Open**

**Marquis Ballroom Foyer**

NAACO CARES!! The tradition of assisting others by selecting a local charity to help support began early on in our conference history. This year we have selected the Orange County Chapter of the American Red Cross. This selection is really two fold. As managers of large events, it behooves us to be aware of emergency preparedness, lifesaving techniques, and disaster response. The volunteers from this chapter will be at the conference providing information about proactive measures everyone can take whether for individual safety or large group safety. They will also be providing some of the fundamentals of CPR training. On our part, our donations will assist the local chapter in supplying food, clothing and shelter for those individuals affected by earthquakes, wildfires or other disasters.

2:00 pm – 3:30 pm

**Educational Sessions**

**Greening Graduation: How To Reduce Your Commencement’s Environmental Impact**

Rebecca L. Jones **Orange County 1**

More and more colleges and universities are incorporating sustainability into their curriculum and “greening”

their campus infrastructure in an effort remain competitive and improve efficiency. As these efforts continue to grow, green campus event planning is also on the rise. Come see what other institutions are doing to green their commencements as well as their graduation processes and get ideas about what could work for your institution. We will address common obstacles to some of these greening initiatives and take a look at current trends in commencement practices & sustainability across the country.

2B M Developing a Ceremony Manual Orange County 2

Utilizing Social Networking Tools Lisa Walker Orange County 3  
 In Event Planning James Hyde, Cheryl McGlothlin

Social networking tools are ways in which we, as event planners, can interact with our graduates in an innovative way. Students are frequently using these social networking tools to stay connected and by providing them with an opportunity to interact with commencement coordinators allows coordinators to provide immediate updates, responses, tracking, and collaboration. In addition, these social networking tools allow event planners to “go green,” by providing users with paperless communication tactics. Furthermore, these new tools can help to ease budgetary constraints and allows planners to have a direct interface with students. This presentation will include a history of the evolution of social networking, implementation and experiences of use, and information about campus buy in and student feedback.

2D A Changing the Ceremony Venue Orange County 4

2E B Bear Faire – Baylor Grad Fair Salon G

2F A On line tickets Salon H

2G G Symbols of Commencement Salon J

2 H B Lighting, Audio and Visual 101 Marquis Ballroom North

3:30 pm – 4:00 Break Marquis Ballroom South/Center

4:00 pm – 5:00 pm Moderated General Forum (30 person limit per room) and Educational Sessions

3A G Moderated Forum Audio Visual Issues Orange County 1

3B G Moderated Forum Audio Visual Issues Orange County 2

3C G Moderated Forum General Topics Orange County 3

3D G Moderated Forum Orange County 4

3E G Succession Planning – Moving On Salon G

Controlling the Chaos: Pauline Belanger Salon H  
 Managing Convocation With Robert Sawler  
 The Convoke Graduation System

Is your convocation ceremony reliant on a process that was put in place years ago? Is it bogged down in paper lists and manual management of graduates? Does your graduation staff scramble like crazy for the days coming up to the ceremony? Up to a couple of years ago, this was the reality at the University of Ottawa. By reviewing the convocation process and jointly developing the Convoke Convocation Suite with Aurora Barcode Technologies, the university has been able to transform its Convocation Management and Ceremony from a labour intensive struggle to a smooth process. This presentation will focus on the challenges the University of Ottawa had with its Convocation Process and how these challenges were overcome through the development of a new Convocation Management Suite of tools.

3G B Fiscal Accountability Salon J

3 H A Webcasting Salon K

5:30 pm – 6:30 pm Free Time

6:30 pm – 8:00 pm Opening Night Reception Marquis Ballroom South/Center

Grab your institutional garb and get ready for Corporate Showcase Magic. The NAACO Opening Night Reception has become a tradition worthy of any great professional association. Show your institutional spirit by wearing your favorite t-shirt, sweatshirt, cap or anything with your school colors. Everyone will also have a chance to interact with all of the Corporate Showcase vendors and vie for a chance at great door prizes.

8:00 pm Dinner On Your Own  
 Experience some of the great night life and terrific dining establishments Anaheim offers. Sign up to dine with other conference participants at the Conference Registration and Information Area.  
 Each participant is responsible for their own expenses.

Thursday, February 18

Time	Event	Speaker	Location
8:00 am – 5:00 pm	Registration and Information Area Open		Marquis Ballroom Foyer
8:00 am – 12:00 pm	Charity Area Open		Marquis Ballroom Foyer
8:00 am - 12:00 pm	Resources Area Open		Marquis Ballroom Foyer
8:00 am – 1:30 pm	Corporate Showcase Open		Marquis Ballroom South/Center
7:30 am – 8:30 am	Breakfast Roundtable Discussions		Marquis Ballroom South/Center
	Start the day with discussions over breakfast. A list of topics will be identified for each table. Not a morning person. There will be topic-free tables as well!		

8:45 am – 10:00 am	General Session -	Melissa Werner Christine Wilkinson	Marquis Ballroom North
	<i>“When the PRESIDENT is present”</i>		

10:00 am - 10:30 am	Break		Marquis Ballroom South/Center
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Time	Event	Speaker	Location
10:45 am – 11:45 am	Education Sessions		
4A	G	Modern Ritual and Culture	Salon G
4B	B	Vying for Volunteers	Salon H
4C	M	Grad Central – How online institutions Create Community and the resulting participation In Commencement Ceremonies	Salon J
	Honorary Degrees What Are They All About!	CJ Crawford Bev Liski	Salon K
	This session will include an historical review of the practice of awarding honorary degrees and include a comparative overview of practices between Washburn University and the University of Regina. What are the similarities? What are the differences? It will also include a round table discussion about best case, worst case stories. Do you have one you'd like to share? We'd love to hear about it.		
4E	B	Collaborations and the Sr Year Experience	Salon D
	A Golden Opportunity: Honoring the 50 <sup>th</sup> Anniversary of Alums	Pat Woeste	Salon C
	The presenters will share how they mobilized the Office of Alumnae Affairs to include the recognition of alums who were celebrating the 50 <sup>th</sup> anniversary of their graduation.		
4G	G	Reduce Stress, Become More Resilient	Salon B
4H	A	Communication Plan	Salon

12:15 pm – 1:30 pm	Buffet Lunch		Marquis Ballroom South/Center
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1:30 pm – 2:30 pm	NAACO - How the Magic Happened NAACO Annual Business Meeting NAACO Class Photo		Marquis Ballroom North
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2:30 pm - 3:30 pm	General Session		Marquis Ballroom North
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4:00pm – 6:00 pm	Free time (Part of Night out In Anaheim Activity- California Adventure, Disneyland)		
6:00 pm – 10:00 pm	Night Out in Anaheim – Stage 17 – Disneyland California Adventure		

## Friday, February 19

Time	Event	Speaker	Location
9:00 am – 3:00 pm	Registration and Information Area Open		Marquis Ballroom Foyer
9:00 am – 3:00 pm	Charity Area Open		Marquis Ballroom Foyer
9:00 am – 3:00 pm	Resources Area Open		Ballroom Foyer
7:30 am – 8:30 am	Breakfast Roundtable Discussions		Marquis Ballroom North
	If a topic has not been covered so far at the conference, this is your opportunity to suggest a topic. Put suggestions on the information board at the registration area by Thursday evening. These will be in addition to the pre selected topics.		

9:00 am – 10:15	General Session	Joseph LaRocca	Marquis Ballroom North
	<b><i>Crowd Management</i></b>		
10:15 am – 10:45 am	Break		Marquis Ballroom Foyer
10:45 am – 11:45 am	Closing Session Speaker	Roger Swanson	Marquis Ballroom North
	<b><i>Magical Musts to Make YOUR Circumstances Pompilicious</i></b>		
11:45am - 12:15 pm	Closing Session	Vickie Bennett	Marquis Ballroom North
	<b>We'll end the conference with special recognition of the 2009 Conference Committee. Announcements including special giveaways will take place. For some, you must be present to win. As the final act President Jane Smith will pass the gavel to incoming President April C. Harris</b>		