2006 NAACO Conference *Charting Your Course to Excellence*

The following is the outline of the NAACO conference, as of February 7, 2006

Please note that the outline may be subject to change
– final version will be in your conference binders

Saturday February 25

Time	Event	Location
12:00 - 4:00 pm	Registration/Info Desk open	Junior Ballroom Foyer

Sunday February 26

Time	Event	Location
8:00 – 5:00 pm	Registration/Info Desk Open	Junior Ballroom Foyer
8:00 – 7:30 pm	**Corporate Showcase open** The Corporate Showcase is a high light of the NAACO conference. Be sure to stop by and check out the companies that are the best in the business! Photography, regalia, rings, printers, announcements, banners, maces and medallions, staging companies, and much more!	Pav. A&B/Pav. Foyer
9:00 – 7:30 pm	**Cyber Hut** Sponsored by Balfour, the Cyber Hut allows attendees check e-mail, print information to share with colleagues and communicate with their offices back home, without missing any of the conference.	Location TBA
8:00 – 9:00 am	**New to NAACO Breakfast** This breakfast is to welcome the first-time attendees at the NAACO conference, along with their mentors. Enjoy wonderful conversation, networking, and a New to NAACO presentation.	Junior Ballroom C&D
8:00 – 9:00 am	**General Breakfast** For previous conference attendees not attending the New To NAACO breakfast	Pav. A&B/Pav. Foyer
9:15 am – 9:30 am	**Opening Session / Keynote** Meet the NAACO Executive and Corporate Board members, as well as the Conference Committee. Get an overview of the conference and all you need to know to get the most out of the 2 _ days.	Pav. C&D

Sunday February 26 (cont.)

Time	Event	Location
9:30 – 10:30 am	Keynote Address: *"The Power of Passion"* **Hugh D. Culver, President** **Marathon Communications Inc.** Hugh's story is about overcoming incredible odds to create the first tourist program at the South Pole but more importantly, it is about the courage to lead our life with purpose, vision and with heart. Audiences continually rave about the impact of The Power of Passion; how it brings "new energy" to their lives. This dynamic keynote features full multi-media visuals and movies from his extraordinary Antarctica expeditions.	
10:30 – 10:45 am	Break	Pav. A&B/ Pav. Foyer
10:45 – 11:45 am	**Educational Sessions** A1 - *"Tips for a Successful Graduation Fair"* **Sherry Hayes** **Admin Assistant to the Assoc. Vice President for Student Affairs/Dean of Student Life** **Ferris State University** Looking for a great event that will provide a lasting impression on your graduates? Try a Graduation Fair! The one-stop shopping opportunity provides students with everything they need for Commencement, and provides opportunities to stay connected to your institution.	<Location TBA>

Sunday February 26 (cont.)

Time	Event	Location

A2 - "Weather Thou Goest: The Nuts and Bolts of Moving an Indoor Ceremony Outdoors"

Panel Discussion:

1) Linda Wheeler, Director of Academic Events
University at Albany
2) Bill Reuling, Assistant to the Provost
Towson University
3) Tricia Stultz, Director Convocations
Emory University

In this session, the panel explore how and why institutions decide between the two and offer tips about shaping that discussion. Then we'll discuss the impact of planning a ceremony in an entirely different venue. We'll cover all aspects, from top-level decision making to the "nuts and bolts" of making the ceremony work. What services came "automatically" with the indoor venue that you will now have to obtain separately? What does a weather contingency plan look like? How do you handle crowd control?

Will an outdoor ceremony be more or less expensive than an indoor one? What other things do you need to consider? Our three presenters will share their experience and suggestions, and expect to hear much more from those in the audience. Inside or outside, a lively discussion is guaranteed

A3 – "Similarities and Differences--A panel discussion on customs and traditions."

Panel Discussion:
1) Cathy Pearen, Deputy Clerk of Senate & Ceremonials Officer
and Tony Begin, Special Events Manager
Carleton University
2) Sandy Campbell, Director, Advancement Operations
University of Maryland, Baltimore County
3) Wendy Pearson, Interim Program Officer
University of Hawai'i

While there are a great deal of similarities between American and Canadian Universities about graduation ceremonies, there are also many differences.

Sunday February 26 (cont.)

Time	Event	Location
	This panel will explore how the differences affect the ceremonies themselves, by explaining/exploring terms that are unique to each institution, such as Chancellor, Marshal, Beadles, mace, commencement/graduation/convocation, academic regalia, authenticity of graduands, awards presented at ceremonies, and more.	
12:00 – 1:30 pm	**Networking Lunch** Enjoy lunch while sharing expertise with your colleagues.	Junior Ballroom C&D
2:00 – 3:15 pm	Educational Sessions B1 – B3 *B1 - "Putting a Name to a Face"* **Susan Durkee and William Raso** **Office of the Registrar, Concordia University** Concordia University has put a brand new face on convocation - eighty-inch screens present not only the image of each graduate receiving his/her diploma, but also feature the student's name, degree, as well as any prizes. Special monitors and computer workstations have replaced time-consuming manual lists of thousands of students. *B2 - "Reclaiming the Clock"* **Hugh D. Culver, President** **Marathon Communications Ltd.** This is an exciting new approach to getting beyond survival to excelling at managing time. This program will show participants how to free-up time for planning, improving systems, reconnecting with staff, creative thinking and problem solving.	<Location TBA>

Sunday February 26 (cont.)

Time	Event	Location
	B3 – "Protocol for Honorary Degrees" **April L. Harris, Executive Director** **Alumni Association** **University of Alabama in Huntsville** Honorary degrees are higher education's most prestigious honour. Learn the selection process as well as the protocol of hosting candidates. Learn also about presenting the degree, and addressing recipients after the fact.	
3:15 – 3:30 pm	*Break*	Pav. A&B/Pav. Foyer
3:30 – 4:30 pm	*General Session C1* *"When the Secret Service takes over your Graduation"* **Panel Discussion:** **1) Eilis Courtney, Director, Ceremonies** **The University of British Columbia** **2) Bruce Lovell, Director, Campus Security** **The University of British Columbia** **3) Dorothy Cavender, Associate Dean,** **Academic Affairs, Auburn University** **plus a very special high-profile guest!** With the assistance of some "high-profile visitors", this panel will discuss both the challenges of coping with the attendance of a high-profile dignitary, when you expect them and when you don't! Dealing with armed federal agents, city, county, and state police personnel, and bomb sniffing dogs presents unique opportunities, particularly at a university that virtually never has commencement speakers. Many lessons about flexibility and holding your ground are learned when given a short time line for changing your entire commencement.	Pav. C&D

Sunday February 26 (cont.)

Time	Event	Location
5:30 – 7:30 pm	**Opening Night Reception** *Program will take place between 6:30 and 6:45 p.m.*	Pav. A&B/Pav. Foyer
8:00 pm	**<u>Optional</u> – Vancouver by night** Local hosts will be available to take you to some of Vancouver's venues. More information will be available at the Registration/Information Desk.	Various locations

Monday February 27

Time	Event	Location
8:00 – 12:00 noon	Registration/Info Desk Open	Pav. C&D
8:00 – 11:30 am	Cyber Hut open	Location TBA
8:00 – 11:30 am	Corporate Showcase open	Pav. A&B/Pav. foyer
8:00 – 9:00 am	**Breakfast Roundtables** Start your morning not only with breakfast, but with stimulating conversation at tables marked with specific topic cards and facilitated by an experienced colleague. There will be topic-free tables as well for those that want to wake up slowly!	Junior Ballroom C&D
9:15 – 10:30 am	Educational Sessions D1 – D3 *D1 – "Party for the Top Spot"- Planning a President's Installation"* **Corinne Callihoo, Assistant Registrar, Academic Awards and Ceremonies** **Carolyn Kauffman, Convocation Records Coordinator** **The University of Alberta** How do you plan the party for a President? Should there be ponies and streamers, cake and ice cream, or is this a more serious event? The University of Alberta installed a new President on September 25, 2005. This presentation will include a step-by-step guide to the planning of this very large and detailed event. Join us to learn the pitfalls and successes that we experienced. This presentation will allow time for us to share experiences as well so come prepared to tell us all about your installation! *D2 – "Booking tickets and regalia on-line"* **Carolyn McLean, Event Coordinator** **Adrian Liem, Web Coordinator** **Donna Caedo, Ticket Office Manager** **The University of British Columbia**	<Location TBA>

Monday February 27 (cont.)

Time	Event	Location
	With 23 ceremonies in Spring and 8 in the Fall, stream-lining systems was crucial to UBC. This session will explain how UBC uses its graduation website as an efficient, cost-effective method for booking student tickets and regalia on-line. Also, newly introduced is a system for faculty to RSVP on-line for the ceremonies. Both will be discussed, with respect to the cost-effectiveness and sustainability. *D3 - "No Work Permit Needed -- Putting graduates and faculty to work under the guise of Senior Marshal and Faculty Marshal programs"* **Dr. William Higgins, Associate Professor, Botany and Senior Marshal** **Ms. Jessica Davies, Director of Special Events University of Maryland** Faculty and graduates working during the ceremony? Yes! In this session you will learn about engaging grads and faculty in the planning and production of a ceremony, utilizing their presence and enthusiasm to assist their peers while infusing pomp (and excitement!) into the circumstances. The University of Maryland recognizes 70+ outstanding graduates each commencement by naming them as Senior Marshals and having them play key roles in the ceremony. Faculty, too! Come and learn how to make this program work at your institution.	
10:45 – 11:15 am	Grab and coffee and hop aboard the bus from the hotel to The University of British Columbia	First Nations Longhouse
11:30 – 11:45 am	Welcome; **Dr. Richard Vedan, Director, First Nations Longhouse, UBC** Remarks: **Dr. Martha C. Piper, O.C., O.B.C. President, UBC**	

Monday February 27 (cont.)

Time	Event	Location
	President Martha Piper will speak from the perspective of the senior administration on the importance of the ceremonies to the institution.	
11:45 am – 1:30 pm	Lunch and Business Meeting Food and business…a buffet luncheon together with the annual meeting of the North American Association of Commencement Officers in the spectacular setting of the First Nations Longhouse (www.longhouse.ubc.ca).	First Nations Longhouse
1:30 – 1:45 pm	Walk to Chan Centre for the Performing Arts	
1:45 - 2:00 pm	Short tour of Chan Centre The Chan Centre is the venue used by UBC for all the graduation ceremonies.	
2:00 – 3:00 pm	General Session E1 "*Correct At Commencement"* **April L. Harris, Executive Director** **Alumni Association** **University of Alabama in Huntsville** Commencement is academia's most important ceremony, but the protocol of staging it can be as perplexing as it is pleasurable. Stage it perfectly with advice from April L. Harris, author of *"Academic Ceremonies: A Handbook Of Traditions and Protocol"* and "*Etiquettte and Protocol: A Guide for Campus Events"*. Get answers to your questions and go home loaded with facts from this etiquette expert and veteran events planner.	Chan Centre
3:00 – 3:30 pm	Return from UBC	

Monday February 27 (cont.)

Time	Event	Location
3:30 – 6:30 pm	**Free Time**: you might want to use this time to meet with vendors, chat with colleagues or just take some quiet time for you to absorb all that you have seen so far at the conference.	
6:30 pm	Bus from the hotel to Vancouver Aquarium	
7:00 – 9:00 pm	**Night Out –** **Vancouver Aquarium and Marine Centre** Another opportunity to network with your conference colleagues; you will have the opportunity to tour the Aquarium at your leisure. Join us for a West Coast Dinner and a special Beluga Whale Show.	
9:00 p.m.	Bus from the Aquarium to the hotel.	

Tuesday February 28

Time	Event	Location
8:00 – 9:00 am	Breakfast Roundtables Same format as Friday – faciliated, topic-centered tables for you to get a good start on the day's events or talk more in-depth about a particular subject.	Junior Ballroom C&D
8:00 – 12:00 pm	Corporate Showcase open	Pav. A&B/Pav. Foyer
9:15 – 10:15 am	Educational Session F1 – F3 *F1 – "Before, During and After: How Diplomas are issued to students"* **Panel Discussion:** **1) Maureen Elliot, Manager, Record Services** **The University of British Columbia** **2) Linda Bekerian, Commencement Coordinator** **Suzanne Pelissier, Registrar's Office** **Northeastern University** **3) Teri Nelson, Commencement Coordinator** **Washington State University** This session will provide you with examples of how diplomas are issued to students, before, during and after the ceremony. *F2 – "Events Offices: How Commencement fits"* **1) Melissa Werner, Director of Ceremonies** **Arizona State University** **2) Jane Smith, Associate Director, University Events** **University of North Carolina** Learn about how Events Offices are organized at various institutions and how Commencement fits into the overall University Event structure.	<Location TBA>

Tuesday February 28 (cont.)

Time	Event	Location
	F3 – "It's all about the Fireworks" **Doug Bolin, Artistic Director/Director of Operations** **The University of Texas at Austin** Symbols are powerful communication tools for colleges and universities. They can convey institutional messages without the use of a single word. Last spring, a group of UT graduates printed shirts that stated: "It's all about the fireworks." The students' choice of words are telling. They used a symbol of the *institution's* celebration-a fireworks display in their honor- as a statement to communicate their own individual accomplishments. This image-rich presentation will offer suggestions for creative and simple program additions that can enhance university events such as commencement. The program will conclude with fireworks (in video form, of course).	
10:30 – 11:00 am	Closing Ceremony	Pav. C&D
11:00 - 12:00 pm	*Special surprise presentation – **not to be missed!!*** This part of the closing ceremony will include a very special, uplifting interactive performance that will relate to teamwork and cooperation. It will be the talk of the conference so do not miss it!	
12:00 noon	***Conference ends***	
Evening	**OPTIONAL** – group visit to Grouse Mountain. For those staying in town overnight, there will be a group visit arranged to a local ski hill, Grouse Mountain. More information on time and cost will be posted on the website when available.	