

BESTBUDDIES LEADERSHIP CONFERENCE

♦♦ 1989 - 2014 ♦♦

# JOURNEY TO INNOVATION

#BBLC2014

STAFF CONFERENCE GUIDE

JULY 2014

# BEST BUDDIES LEADERSHIP CONFERENCE



The 25th Annual Best Buddies International Leadership Conference (LC) will be our largest, most inclusive conference in history! All staff members play an active role in the preparation and execution of the conference in order to make the most important programmatic event of the year a success. The information included in this guide has been compiled to assist staff as they prepare themselves and their attendees for pre-conference and LC.

## Agenda & Evening Activities

### Pre-Conference Staff Agenda

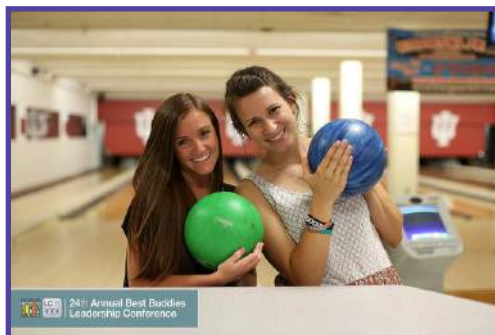
Our first priority during pre-conference is the preparation needed to provide our students with the safest and highest quality LC experience possible. The complete agenda will be available on the LC staff resource site by Friday, July 11, and includes full agendas for program staff (managers and supervisors), area directors and state directors. Staff will also receive a printed copy in their conference program book when they arrive at LC.

- Sunday, July 20 & Monday, July 21: Conference management team arrival and campus setup.
- Tuesday, July 22: Program staff arrival and campus tours.
- Wednesday, July 23: New staff orientation; programs update; conference scheduling overview; Raiser's Edge training for all development staff; and training and conference prep time.
- Thursday, July 24: Conference roles & responsibilities; safety first; classroom training prep time; logistics planning; and SD/AD sessions.

### Pre-Conference Evening Activities

The selected evening activities for pre-conference are planned in order for the staff to be able to relax and connect with one another. The meals are casual and designed to be a fun opportunity to interact with your fellow staff. There will be several after dinner evening activities offered during the week to provide social opportunities for staff.

Evening	Meal	Evening Activity
<b>Tuesday</b>	Food provided in McNutt Formal Lounge (6:30 pm – 8:00 pm) or Dinner on the Town	Optional Staff Meet and Greet at Yogi's Grill and Bar (519 E 10th St, Bloomington)
<b>Wednesday</b>	Dinner on the town (local Bloomington restaurant of choice); State Director dinner (optional); Area Director dinner (optional)	Drink specials and trivia at local bar (Optional, location TBA)
<b>Thursday</b>	LC 2014: Journey to Innovation Kick-Off dinner (IMU, Tudor Room)	



Follow us @BestBuddiesLC #BBLC2014



# WHAT TO BRING TO LC 2014



## Apparel and Dress Code

### Pre-Conference Attire

Professional *casual* - shorts and skirts (appropriate length please; anticipate projects and meetings sitting on the floor), jeans (no holes) and slacks/crops are allowed. Sneakers/tennis shoes are encouraged; flip flops and other sandals are not recommended due to the extensive walking and long days. Weather is expected to be hot, rooms are usually very cool, and evenings can be cool as well, so layers or a light sweater or jacket are recommended.

### Leadership Conference Attire

All staff will receive a sapphire blue polo shirt, a purple polo shirt and two Best Buddies t-shirts to wear during the conference. Orders were placed based on sizes given during staff registration. Shorts will be allowed on Saturday and Sunday if the forecast is over 90 degrees, and should be reasonable in length. Please follow the guidelines below; *no denim* shorts or jeans are allowed during the weekend.

### Mandatory LC Dress Code

- Friday: Purple BB staff t-shirt and professional bottoms (shorts, skirts, jeans)
- Saturday: Sapphire blue polo and professional bottoms (khaki, tan, navy, black, etc.) – NO JEANS
- Sunday: Purple polo and professional bottoms (khaki, tan, navy, black, etc.) – NO JEANS
- Monday: Sapphire blue BB staff t-shirt and professional bottoms (shorts, skirts, jeans)



## What to Pack

### To be prepared for pre-conference:

- Staff polo shirts and t-shirts (if you are reusing your shirts from last year). We will *NOT* have extra shirts for those that declined to order them.
- Comfortable clothes and shoes.
- Supplies for taking notes in sessions.
- Snacks – if you like to munch between meals.
- Be well-studied on the curriculum prior to arrival at pre-conference; conference training information and materials are available on the staff LC site.
- Backpack / bag for carrying program books and materials on campus.
- Laptop (if available); wireless internet is available throughout the Indiana University campus.
- Your own creativity/stories/examples/photos for your sessions.
- Readiness to learn and contribute your experiences.
- Best Buddies spirit and initiative.
- Knowledge of the conference agendas, which can

### To be prepared for the dorms/campus life:

- Comfort is key – all the touches of home will bring you comfort at the end of each day. Air freshener (spray and/or plug in) is allowed, but no candles.
- BLANKET! The dorm will have thin bed cover available upon request, but please bring a blanket if you would like one for your room. You will be provided sheets, towels and a pillow, but your own will be more comfortable if you can fit them in your bag.
- Shower shoes – the dorms are designed with private shower stalls in a community / shared bathroom.
- There are NO ELEVATORS in the four story McNutt dormitory, where the high school staff and students stay (there is an accessible dorm for those with this need), so consider this when packing.
- Sunscreen – the Midwest will be very hot, humid, and sunny!
- Advil, Tylenol, AirBorne, EmergenC, etc.
- Sunscreen

Follow us @BestBuddiesLC #BBLC2014





# ARRIVAL, REGISTRATION & ONSITE LOGISTICS



## Arrival and Transfer to IU

If you have any problems on travel day that will cause you to arrive late, please notify Best Buddies staff immediately. On Tuesday, Wednesday, or Thursday, call Michael Pearson at 901-401-9713; on Friday call the LC hotline at **1-866-308-9191**. For more information on the Indianapolis International Airport please visit [www.indianapolisairport.com](http://www.indianapolisairport.com).

Upon arrival, go directly to the baggage claim, as there will be staff members expecting you. Unless otherwise directed, you need to check in directly with the BB staff in the baggage claim area and they will give you your transportation assignment. Depending on the time of your arrival, you may be instructed to have lunch at the airport before heading to campus. Anticipate a 60 – 75 minute drive from the airport to IU. You will travel with other staff members and arrive directly at your assigned residence hall. We will send out a residence hall assignment list by July 15.

## On Campus Registration

Upon arrival to campus, you will be dropped off at your assigned residence center for registration. At each dorm, you will check in at the front desk as follows:

- Union Street: check in desk is located on the lower level of Cedar.
- Briscoe: check in is in the center building.
- McNutt: check in is in the center building.
- Foster: check in desk is in Harper Hall.

The IU residence center staff will give you your room key, conference name badge, and conference program book.

**Drivers:** If you are driving to LC, report directly to your assigned residence center for check in. Residence hall staff will provide you with a “D” parking pass and can instruct you on where you can park on campus. All staff driving to campus should arrive no later than 5 pm on their scheduled arrival day.

Food will be available on campus for staff arriving on campus prior to 1:00 pm; staff members arriving after this time are encouraged to get food at the airport before leaving for IU. Dinner will be provided as indicated in the pre-conference evening meals and activities section.



## Indiana University Information

For the 12<sup>th</sup> consecutive year, Indiana University will serve as the host campus for the BBI Annual Leadership Conference. Founded in 1820, IU Bloomington is the flagship campus of Indiana University's eight campuses statewide.

For maps of the beautiful Bloomington campus and community, please visit the [Indiana University campus](#) map or city of [Bloomington, Indiana](#). Click [here](#) to download a printable copy of the IU campus map and directory (will also be printed in your conference manual).

## Internet Access

Indiana University is a wireless internet campus and staff will be able to access the Internet from your laptop throughout conference. In addition, there will be a computer lab for staff members to check e-mail during pre-conference. All staff will be in sessions throughout the day on Wednesday and Thursday, with breaks to check e-mail. Please note that staff will **NOT** be able to print documents upon arriving on campus, so please have any necessary documents prepared prior to your departure. The conference management team will have education curriculum guides and materials available for staff upon arrival to campus.

## Gym Access

Staff members will have access to the Recreational Sports facility on campus, which is a short half-mile walk from the dorms. Daily passes will be available for a minimal purchase and more information will be provided during registration.

 Follow us @BestBuddiesLC #BBLC2014



# CONFERENCE TRAINING INFORMATION



## Training Sessions Overview

Conference attendees will participate in education trainings geared toward their leadership goals and objectives throughout the conference. These trainings will take place in both large and small groups in different classrooms and auditoriums around campus. Attendees are encouraged to wear comfortable clothes and shoes to accommodate the amount of walking done over the course of the weekend. Shuttles will be available for conference attendees with transportation needs.

The trainings will include a variety of workshops, seminars, and evening events, where conference attendees will gain new leadership skills and become advocates for the disability rights movement.

Some of the conference highlights include:

- Remarks by Anthony Kennedy Shriver, founder and chairman of Best Buddies International.
- Opening and closing ceremony events, featuring speakers and performers with and without intellectual and developmental disabilities.
- Leadership development and public speaking sessions.
- Workshops and roundtable discussions led by experienced chapter leaders and Best Buddies staff.
- Learning about the disabilities rights movement.
- Networking with leaders and staff from our global programs.
- Making lifetime connections with new friends!



## What to Prepare for Conference Attendees

- Print out of goals for each chapter from the most recent end year report.
- Contact information to give to each chapter president for the chapter's advisors, leadership team, etc.
- Any notes and/or training materials designed by the state to support specific chapter needs (resources on state expectations, communication goals, Friendship Walks, etc. that has been developed to share with leaders).
- Folder with copies of travel itineraries and/or a spreadsheet with travel plans, as well as a list of cell phone numbers and emergency contact information for each attendee.
- Basic supplies for students in sessions (pens, paper, markers, etc.) will be provided by HQ for you to pick up (during pre-LC) and take to your conference education sessions.
- The Conference Training Team will have printed copies of all facilitation notes for staff members available during pre-conference.
- List of all medical needs/dietary restrictions for each attendee, as needed.
- Dorm room door decorations (door sign, streamers, etc.).
- Gifts/shirts/goodies as approved by your state director and covered by your state budget.
- Treats and candy for your attendees, as approved by your state director and covered in your state budget.
- Best Buddies enthusiasm for a great conference!



Follow us @BestBuddiesLC #BBLC2014





# CONFERENCE EVENTS



## Leadership Conference Themes & Activities

- **Friday, July 25 – Welcome to LC!** Attendees will meet new friends at activities throughout the day, shop at the official LC merchandise store in Briscoe Residence Center, attend state meetings and opening ceremonies.
- **Saturday, July 26 – Best Buddies Silver Anniversary Celebration!** Friendship Walk, pep rally and basketball all in one action packed evening with LOTS of exciting surprises! Following the celebration, mission-focused documentaries will be shown in the college lounge (Briscoe Residence Center) and high school/middle school lounge (McNutt Residence Center), and Best Buddies merchandise will be available at the store.
- **Sunday, July 27 – Closing Ceremonies & Rewind to 1989 After party!** After closing ceremonies, attendees will celebrate the friendships they've made and get ready to kick off a great year of Best Buddies at the "Rewind to 1989" after party, featuring dancing, music, bowling & billiards. The evening will also include an opportunity to screen the film "Produce" and participate in a Q & A session with film star, David DeSanctis, and producer, Milan Chakraborty .
- **Monday, July 28 – Say Goodbye.** Attendees will depart campus on Monday to head home and spread the mission of Best Buddies. Casual activities will be held, including roundtable discussions, movies, games, fitness activities and other festivities at checkout.



## Best Buddies Merchandise Store

The Best Buddies Store has grown from our original, Keith Haring tee to our new assortment of trendy, fun, ready-to-wear tees featuring our distinctive logo. At this year's Leadership Conference we will be selling items for you to wear and to promote Best Buddies no matter where you go! Items include traditional and new Best Buddies tees as well as great accessories! Visit our online shop at: [www.bestbuddies.org/shop](http://www.bestbuddies.org/shop).



## Follow Leadership Conference

Official Conference Hashtag: **#BBLC2014**

Facebook: [facebook.com/bestbuddies](https://facebook.com/bestbuddies)

Twitter:

• [twitter.com/bestbuddies](https://twitter.com/bestbuddies)

• [twitter.com/bestbuddieslc](https://twitter.com/bestbuddieslc)

Instagram: [instagram.com/bestbuddies](https://instagram.com/bestbuddies)

## Leadership Conference Information

E-mail: [leadershipconference@bestbuddies.org](mailto:leadershipconference@bestbuddies.org)

Phone: 1-800-89-BUDDY (2-8339)



 Follow us **@BestBuddiesLC #BBLC2014**





Follow us @BestBuddiesLC #BBLC2014

Best Buddies is a nonprofit 501(c)(3) organization dedicated to establishing a global volunteer movement that creates opportunities for one-to-one friendships, integrated employment and leadership development for people with intellectual and developmental disabilities (IDD).

For more information visit  
[www.bestbuddiesleadershipconference.org](http://www.bestbuddiesleadershipconference.org)