



# Administration & Conference Services Leadership Group

## Meeting Agenda - 7/25/18

### I. Meeting Purpose

- Introduction of leadership group & conference leaders
- Begin developing the *Advisor Handbook for UMVMUN 2018*
- Brainstorm ideas to improve UMVMUN 2018

**As the meeting proceeds, our discussions will be documented in bold blue.**

### II. Introductions

- Conference leaders:
  - Mark Polk
  - Maheen Qureshi
  - Kennen Eksic
  - Lillian Uy
  - Lauren Shaw
- Administration & Conference Services:
  - Logistics for organizing conference day/registration/anything that needs scheduling or organizing
  - Creates programs, placards, name tags, coordinates with chairs/Secretariat to hear needs for and obtain needed resources

### III. Advisor Handbook

- We have a delegate handbook: <https://www.umvuna.org/delegate-handbook>
- Outline:

Front Cover	Mark/pre-made
Mission Statement	Mark/pre-made
Table of Contents	Mark/can't be done until rest of handbook is complete
Conference Leadership	<i>Information won't be available until later.</i>
Contact Information (website, social media, emails-- <i>may be included under Conference Leadership heading</i> )	<b>Kennen</b>
Navigating SUNY Poly (address, map of campus)	<b>Lillian</b>



with Kunsela Hall and the Student Center highlighted, labeled map of Kunsela Hall, including auditorium, bathrooms, faculty lounge, and committee rooms)	
Lunch Procedure for Delegates and Advisors	<b>Maheen</b>
Ordering UMVMUN 2018 Conference Themed Shirts	
Conference Day Expectations	Mark/pre-made
Conference Schedule	<i>Information won't be available until later.</i>
Conference Day Registration (checking in at front table, receiving school envelope)	xxxxxx
Copies (staple together working/position papers, print double sided, number of copies for each committee)	<b>Kennen</b>
<p>Role of the Faculty Advisor</p> <p><b>Brainstorm:</b></p> <ul style="list-style-type: none"> <li>● <b>Registering for conferences</b></li> <li>● <b>Creating copies for delegates</b></li> <li>● <b>Directing delegates to website</b></li> <li>● <b>Preparing delegates conferences</b> <ul style="list-style-type: none"> <li>○ <b>guiding first time delegates</b></li> </ul> </li> </ul>	Everyone
Advisors' Checklist and Timeline	<b>Lauren &amp; Lillian</b>
Awards Policy	Mark
Back Cover	Mark/pre-made

#### **IV. Improving UMVMUN 2018**

- *Consider the role of Administration & Conference Services from heading II. If you have any ideas that you didn't share at Leadership Meeting #2 (6/20) because of time limitations, please feel free to do so now.*
- **Confirm attendance - prevent over/under printing papers**
- **Make deadlines clearer**
- **Stress creating working papers/resolutions -- even if it's your first time!**
- **A few paper copies for each room of the quick reference chart**



## V. Questions and Answers

- **Q: How in depth should your chairletter be?**  
**A: You want to provide a solid overview of the topic, but you don't want to do the research for the delegates. As your chairletters go through review, you'll have the opportunity to edit your work with feedback from others.**
- **Q: How many things for the appendix?**  
**A: Please strive for five.**

## VI. Homework

- Work on your assigned part from the outline under III. Advisor Handbook.
- Always be on the lookout for new ideas. Even if it seems silly, bring it up with someone else and see what they have to say.
- ~~Expect one more summer meeting in August.~~