



## **CONFERENCE PREPARATION GUIDE**

### **LOCAL CONFERENCES**

A local conference is within 50 miles of the District's geographic boundaries and does not require an overnight stay. District personnel must inform parents about the provisions for all reimbursement as outlined in Bulletin 6748.2

### **LOCAL CONFERENCE TRANSPORTATION**

Parents are required to provide their own transportation daily. Parents can drive their own cars or travel by public transportation. Parents can be reimbursed for mileage to and from a conference and for fees incurred for parking, upon the submission of receipts.

### **REGISTRATION**

District personnel must make the necessary arrangements to register parents ahead of time when paying for conference registration fees.

### **PLANNING DAILY SCHEDULES**

It is a good idea to plan the complete day, every day, in the mornings. Parents should do the following:

- Make plans to attend the general session of the conference.
- Select the workshops you wish to attend that day.
- Find out where the workshops are taking place in advance.

### **HOW TO SELECT WORKSHOPS**

There is usually a selection of workshops. Parents should do the following:

- Select workshops specifically targeted to parent engagement.
- Select workshops with translation, if you need it and if available.
- Select workshops and prioritize in case of a cancellation or a full room.

### **HOW TO LEARN THE MOST FROM THE WORKSHOPS**

Once workshops have been selected, parents should do the following:

- Be on time.
- Ask for translation, if needed and if available.
- Listen carefully and ask questions.

### **REPORTING TO THE SCHOOL SITE COUNCIL (SSC)**

It is expected that parents will learn much during the conference, gather knowledge and return to share it with the School Site Council in a report. The report does not need to be typed and can be written in a language that parents choose. Parents should turn in the conference report to the designated employee. It might be requested that parents provide an oral report of the conference to the SSC. A copy of the written report that was prepared may be read for the oral report. Parents should keep a copy for their records.