

- (b) talk to key leaders individually, or in group meetings, to ensure the distribution of flyers, or invitations. If pre-registration is needed, remind them,
- (c) have the workshop announced at local gatherings so that each chairperson is asked in turn to inform their membership,
- (d) put up notices on community bulletin boards,
- (e) insert notices in all communications vehicles (newsletters/bulletins)
- (f) obtain permission to visit any meetings for volunteer group leaders and advise them of workshop.

- consider: a fitness or stretch break?
- Special role for staff? An opening? Introductions and welcome? Thanks? Interim Evaluations?

**If the Workshop is for the general public, use publicity mechanisms in the community**

- (a) Ads on radio and T.V.
- (b) Press releases to newspapers
- (c) Flyers to relevant agencies e.g. community colleges, churches, institutions, other organizations with like goals, political groups

### 3. People to help

- assign responsibility for inviting any additional resource people, buzz leaders etc.,
- plan a meeting for all workers to discuss their roles, and share plans for the whole workshop.

### 4. Resources

- Assign responsibility for booking and fetching any audio-visual material and equipment e.g. projector, VTR. Check that equipment is really appropriate (does tape play on a reel-to-reel, deck or a cassette?). Check that an operator will be available. Are extension cords needed?
- assign responsibility for the resource table, choosing and acquiring literature, pricing and arranging the display, attending the table during the workshop.

### 5. Child-Care

- estimate numbers
- book sitters as early as possible
- check that facilities to be used during workshop are adequate
- allow for lunch hour for sitters
- arrange food for children as necessary

## STAGE III

1. Hold a meeting to brief all buzz leaders with drafts of the written material.
2. Reproduce final written material
3. **Find volunteers to look after:**
  - coffee and percolators,
  - food,
  - registration table with name tags, workshop time-table, any other handouts,
  - furniture moving,
  - flip charts and magic markers,
  - coat racks.
4. **Evaluation:**
  - draw up evaluation form,
  - decide when it should be completed,
  - if the form is to contain any personally requested follow-up, request a name and address.

## FOR MORE INFORMATION SEE

### "CONFERENCE PLANNING"

A booklet prepared by the Office on Community Consultation, Ontario Ministry of Culture and Recreation

#### Telling you:

Where to begin

How to choose the planning committee

Choosing the co-ordinator

Planning committee meetings

Choosing a conference theme

Publicity and promotion

Selecting a date and time

Selecting accommodation

Registration

Signs and directions

Conference structure

Selecting speakers, panelists, films, displays or multi-media presentations

Selecting dialogue activities

Choosing session recorders

Providing facilities for the media

Setting up displays

Arranging meals

Conference evaluation

The conference report

A check list for the co-ordinator

Conference planning schedule

Available from:

Government of Ontario Bookstore

880 Bay Street

Toronto, Ontario M7A 1N8

## PREPARED BY

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