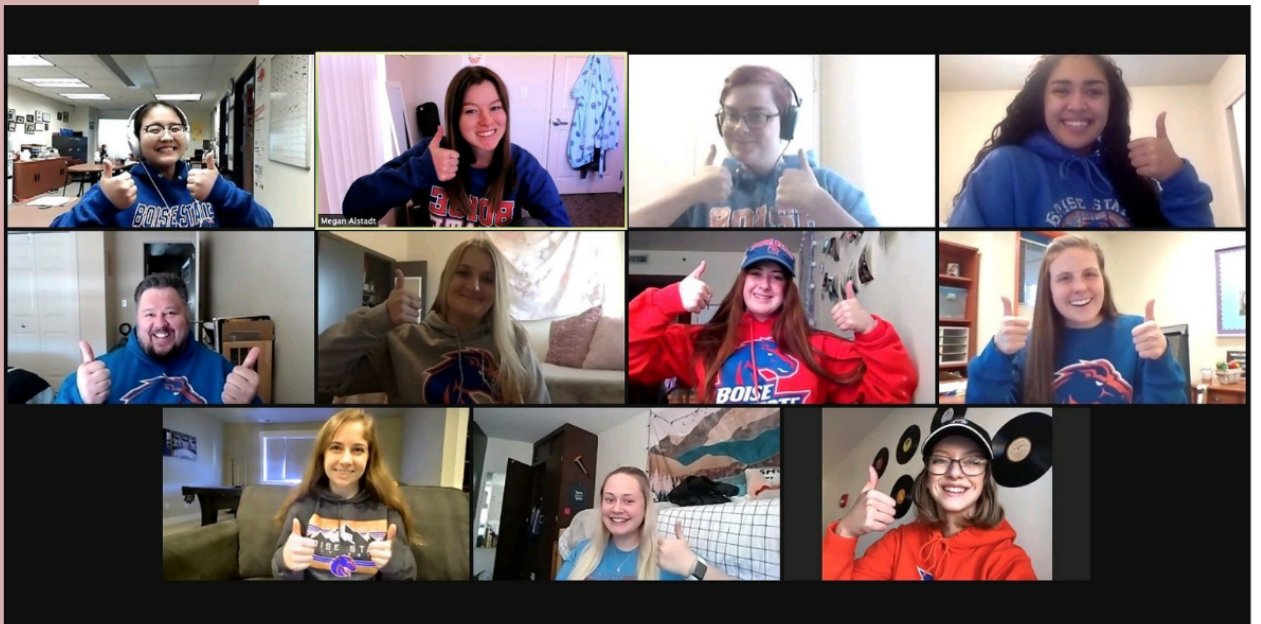


CONFERENCE GUIDE

IACURH COORDINATING OFFICER OF NCC TRAINING & DEVELOPMENT



RLC 2021



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What is RLC?

The Regional Leadership Conference (RLC) is the first regional conference of the year, and it takes place in November. Normally, the conference is hosted by a member institution who has bidden to host the conference in the last RLC. This year's conference is hosted virtually from Nov 12-14th, 2021 by the Conference Team chaired by Emma Toussanel (CU-Boulder).

RLC consists of more than just business. The conference is applicable to first-year and upper-class residents, student leaders in residence halls such as Resident Assistants, Community Assistants, etc. and of course, Regional Board Representatives/RPRs/Reps (RHA Presidents, NRHH Representatives, and NCCs).

RLC has various aspects: programming, spirits, socials, recognitions, philanthropy, business

What can students gain from RLC?

Through participating in different aspects of the conference, students can gain valuable leadership skills, create good friendships with delegates from and outside their campuses, as well as feeling connected to the Intermountain Region! Some benefits from conference are listed below

Programming:

- Programs presented at RLC vary from leadership skills, sustainability on campus, advocacy, self-care, etc.
- Students can submit program proposals to be able to present programs
- Programs are voted by participants to enter Top 10 Programs (presented on Sunday afternoon).

Spirit:

- Schools submit banners and roll call videos to the conference to represent their campus spirits
- Students can learn about regional cheers and state cheers and have the opportunity to connect with other institutions in their states and the IACURH region

- Schools can make conference merchandise for their students such as pins, shirts, etc. based on funds available on their campus

Social:

- Students/Delegates can attend social sessions to connect with students from other campuses through meaningful conversations and/or exciting virtual games

Recognition:

- Campuses will submit Bids to recognize individuals and organizations on the regional level
- Schools can learn from each other through Bid Evals and Bid Sessions and celebrate great achievements around the regions

Philanthropy:

- Students/Delegates will participate in service/philanthropy activities at conference to contribute/give back to the intermountain community

Business:

- RBRs/Reps will attend business sessions to discuss and vote on legislations that advance the IACURH region
- RBR/Reps will engage in meaningful conversations with other reps in the same roles to discuss on bettering the campus communities, encouraging engagements, developing campus presences

RLC 2021 Quick Facts

- **Date and Time:** Nov 12-14th (NCCs check in in the afternoon of Nov 12th with bid evaluations completed)
- **Theme:** RL-Ski
- **Host:** First IACURH regional conference hosted by Conference Team
- **Format:** Virtual
- **Cost per delegate:** TBD, under \$30

RLC and Bid Timeline

- **Sept 27th:** Registration opens
- **Oct 4th:** Program Applications Open
- **Oct 4th:** Bid Intent Form Open
- **Oct 18th:** Bid Intent Form Close
- **Oct 25th:** Program Applications Close
- **Oct 25th:** Regular Registration Closed
- **Oct 26th:** Late Registration Opens
- **Oct 29th:** Award Bid Submission Due
- **Nov 1st:** Late Registration Closes
- **Nov 3rd:** Award Bid Revision Due
- **Nov 4th:** Roll Call Submission Due
- **Nov 5th:** Bid Eval Release
- **Nov 12th:** Conference Check-in and Bid Evals Due
- **Nov 12-14: CONFERENCE**

Plan Your Conference

Advertising Conference

There are multiple channels that you can utilize to get the word out about RLC! With the virtual conference format, there is no cap on the number of students who can attend. Hence, every student is eligible to participate in the conference! There are multiple ways to advertise conferences, and the main theme is to get people excited, encourage them to gain leadership skills by participating in different aspects such as presenting programs, designing roll call videos, and writing bids.

- **Social Media (RHA, NRHH, Housing & ResLife)**
 - Stories, posts about conference
 - Instagram Takeovers from conference delegates of so previous years
 - Utilize the Conference theme for your posts, emphasize the excitement and leadership, regional spirits, etc.
- **Emails, newsletter, through other staff members**
 - Send email out to residents about conference along with YOUR conference registration form or send out digital flyers
 - Put conference on your Housing and ResLife newsletter if applicable
 - Ask other student staff members such as Resident Assistants and Community Assistants if they can share the info to their residents
 - Tips: ask your advisors for help in this process - things such as including information about conference on newsletter, getting residents' emails or sending emails out to residents
- **Meetings and Events**
 - Utilize Hall Council meetings and floor meetings to talk about conference
 - Reach out to student organizations to see if they can help advertise conference to their members
 - Handing out flyers to residents at RHA & NRHH events
 - Tabling at other events
- **Merchandise: T-shirt, pins, etc.**
 - If budget allows, designing some sort of conference merchandise for your campus can not only encourage students to join the conference but also show off your institutional spirit at conference!

What to include on flyers/emails?

- **Reasons why attending conference**
 - Meeting student leaders from around the country
 - Leadership development and programming
 - Getting more involved with RHA/NRHH
 - Feeling more connected to your campus
 - Becoming friends with other delegates
 - Great resume builder to become an RA, RHA/NRHH executive, etc
- **YOUR registration form** (links, bit.ly links, QR Code, etc.) - make the process as accessible and streamline as possible!

I keep saying YOUR conference registration form because **this form is made by you** rather than the regional conference registration form released by the RLC chair. The reason for this is because we want to make sure that you as NCCs know who will attend the conference as well as helping with sending regional merchandise to campuses. So,

How to create a Campus Conference Registration form?

Depending on your vision for your delegation, conference registration form can look differently. However, conference form needs to have these questions:

- First and last name (I would recommend also including a preferred name question for your own reference)
- Email (the same one they use for Zoom)
- Phone number
- What type of delegate they are (advisor, NCC, RHA President, NRHH Representative, conference delegate, etc)
- Pronouns
- New or returning delegate
- Do they need any special accommodations? If so, what are they?
- What socials would they like to see during the weekend?

If you want to develop committees within your delegation to focus on different areas for conference, you can ask about their preferences in the form and other information so that you have a better idea of what your delegates are capable of and what their expectations are.

- The committees can be arranged as Programming (who are interested in presenting programs); Spirit and Tradition (who are interested in making roll call videos and banners); Bid Writing (who are interested in writing bids, etc.)
- You can ask questions about what they can bring to the conference/delegate, how they can represent your institution, what they hope to gain from this experience
- If you are thinking of hosting in-person delegate meetings, ask if they are comfortable with in-person meeting

Choosing your Delegates

- There are multiple ways to recruit delegates such as Google Forms, sign-up sheets and interviews with those who show interest.
- If you get to decide how you want to select delegates, here are a few ideas:
 - Deciding delegates anonymously based solely on their responses (you can put everyone's answers in a Google Doc without using their names, which you can send out to advisors, your RHA and NRHH Reps, etc)
 - Hosting interviews to decide delegates
 - Prioritizing members of your RHA and/or NRHH executive board as delegates
- You can also choose to bring a delegation leader, who is someone who's attended a conference before and can help keep you in the loop while you're in boardroom during RLC! Include this into your conference registration form
- Talk to your advisor to determine how many delegates you can bring to the conference based on your budget
- It depends on your institution on how long to keep your campus registration open.
 - You can close Round 1 of registration to solidify folks who will present programs, work on roll call videos and banners, and write bids.
 - You can have Round 2 of registration for people who show their interest later and don't have them do much to prepare for the conference.
- Please reach out to folks to let them know if they are selected, rejected, or on waitlist. Don't leave people hanging... Also, PROOFREAD your emails!

Sign Conference Agreement/Waiver

- It might be a good idea to send out a delegation agreement for your delegates to fill out! This is basically like a mini-contract that outlines the type of behavior you expect from them during RLC!
- You can send this out and ask them to turn it in with their acceptance email or you can give it out at your first delegation meeting!
- A sample Conference Agreement can be found [here](#)! This was made for NACURH 2020 by our previous CONCCTD
- Be on the lookout for a regional conference waiver! If released, please make sure your delegates sign this as well!

Register your delegates

- NCC is typically responsible for registering everyone for the conference - thankfully, you will already have everyone's info from their application!
- Here is the [RL-Ski Conference Registration form](#)
- Cost per delegate is below \$30, and there is no cap for attendance
- Some dates to keep in mind
 - Regular Registration Closed: Oct 25
 - Late Registration Closed: Nov 1st
- Make sure to double check your work and just ask a delegate if you aren't sure of an answer.
 - You will have their phone numbers, so sending a quick text is always better than guessing or assuming, just to be safe.
- Remember to chat with your advisor(s) about how you plan to pay for conference, and make sure to follow up on your end to ensure that this gets done properly!

Prepare Delegation Meetings

Pre-Conference Timeline

This is just a suggested timeline! The purpose is to make sure you can meet with your delegates and get things submitted before deadlines!

Oct 1: Release Campus Registration Form

Oct 10th: Close Registration

Oct 11th-13th: Choose your delegates

Oct 14th: Send out acceptance, denials through email. In this email, indicate your time to meet for first meeting

Oct 15th - Oct 17th: First meeting

Oct 18th - Oct 24th: Second meeting

Oct 25th - Oct 31st: Third meeting

Nov 1st - Nov 7th: Fourth meeting

Nov 12th - Nov 14th: CONFERENCE WEEKEND

** If you attend the business chat about conference, you might have done the first steps of conference planning, so your timelines will look differently! If you did not attend the chat and have not started, no worries, you still have time!

**Apart from the Bid team (if you form one), delegates who present programs and work on roll call and banner can start working on Oct 15th. For Bid writing, you can totally include students other than your Exec Board in the process, but determining what to write and gathering information before Oct 10th is highly recommended.

**Recommend you have 3-4 meetings before the conference!

Plan Delegation Meetings

Meeting Format: You can choose to have in-person meetings or Zoom meetings, depending on students' comfort level and your vision! Make sure to ask students and be cognizant of their preference! Think about the case that you have some folks who don't want to meet in-person and what the game plan will be.

What to include in the meeting?

- Delegation meetings are a great way to set the tone for a conference as well as creating strong bonds among delegates before entering the conference!
- For in-person meetings, you can have some snacks at the meetings!
- For virtual meetings, you can have ice-breaker questions or check-in (high and low) for delegates to get to know each other better

Suggested structure for each meeting (based on timeline above):

- **First meeting (Oct 15th - Oct 17th)**
 - Sign waivers and set expectations (how to communicate, what you expect from your delegates and what they expect of each other and of you)
 - Overview tasks and timelines.
 - Give heads-up to programming folks about Programming Submission due date
 - Encourage Spirit and Tradition folks to start thinking about roll call ideas
 - Talk about what is still needed for Bid such as information, photos, letter of good standing, quotes, etc.
- **Second meeting (Oct 18th - Oct 24th)**
 - Check in with programming folks if they are set to submit programs
 - Check in with Spirit and Tradition folks to make sure they have solid ideas for roll call, discuss the recording process
 - Continue write Bids, most information and materials for Bid(s) should be in place
- **Third meeting (Oct 25th - Oct 31st)**
 - Check in with programming folks about materials needed and set up time for them to rehearse (if they want to do this)
 - Make sure the roll call video is ready or on the right track to be submitted before Nov 4th. If this is done, discussing making an institutional Zoom background can be fun!
 - Make sure Bid(s) are on the right track to be submitted by Oct 29th

- **Fourth meeting (Nov 1st - Nov 5th)**
 - Make sure folks are ready for the conference!
 - Answer questions about overview of conference
 - Introduce to folks what IACURH is and our culture. Refer to the [Welcome to IACURH presentation](#).
 - Make sure materials for programs are ready
 - Create snack lists for snack bags (if budget allows)

Create Positive Experience for your Delegates

There are ways to engage your delegates, no matter if you decide to go fully online for RLC or have in-person meetings with your delegates

Virtual Engagement Options

- Fun Ice-breaking questions
- Jackbox, Kahoot, Pictionary (outside of delegation meeting time)
- Engage people in group chats (send GIFs, send TikTok, etc.)
- Quick Reflection activity on first or second day of conference

In-person Engagement Options

- Fun ice-breaking activities at the beginning of meetings (make people move a little bit if safe)
- Snacks at meeting
- Round-table settings

Overall Engagement Options

- Snack bags for conference weekend!
- Engaging group chats
- Self-care activities together - Conference Stretch, Meditation during conference weekend, morning check-ins
- Send Thank-You notes to delegates after conference
- Simply be excited!! - Your enthusiasm will definitely transfer

Plan Bid Writing

During your Bid Writing process, the [Bid Guide](#) is your BEST FRIEND! Please refer to the guide and ask our AD-NRHH Sarah McLean (ia_adnrhh@nacurh.org) if you have any questions.

What are Bids?

Bids are magazines about outstanding people and programs on your campus! They are very important in regional business spaces. Typically, the NCC is in charge of writing bids and/or leading other writers through the process - this may include your RHA/NRHH Representatives, members, etc.

What resources are available?

[2021-2022 Award Bid Guide](#)

[IACURH Policy Book](#)

[Bid Station](#) (include bids submitted from previous years)

Where to start?

- **Choose nominee(s) for your bid(s)!** Depending on the resource you have for Bid writing, you can choose the categories with low page counts or high page counts. The purpose of writing Bid is recognition after all, so have fun in the process and don't stress yourself out if you cannot handle high page count bids!
- **Form Bid team(s).** Bid writing is not a task that you can tackle in one or two days, and you certainly don't have to do this alone. Engaging others in the process makes recognition more meaningful and the bidding process much more fun and manageable!
- **Meet with your nominee(s)** and ask them if they are comfortable with being nominated. We need to respect people's preferences of recognition. Always have a back-up nominee in mind if things end up not working out.
- **Create a list of information and materials** you need for your bid. Also create an **outline** for Bid at this stage (the two will probably be similar). A sample can be found [here](#).
- **Create a timeline for Bid(s).** Bid Timeline is important to help keep you and other Bid team on track of what needs to be done for Bids

- **Gather content for Bid(s).** If you know what your Bid(s) will be about, start gathering questions as soon as possible!
- **Submit Bid intent.** It is required for every institution to submit an intent form, even if you don't plan to submit any award bids! If you write multiple bids, only need to submit one intent with all the Bids.
- **Delegate tasks and write Bids!** You can start delegate tasks from the step of gathering information.
- **Make edits, proofread, proofread, proofread!!** You can ask your RHA and NRHH advisors to take second look, third look, forth look, etc. on your Bid(s) before submit them
- **Submit Bid(s).** You will likely submit Bid(s) by email to Sarah our AD-NRHH at ja_adnrhh@nacurh.org. As you can imagine, Bids are not small files, so submitting it early will prevent the system from crashing around 11:30 PM on Oct 29th!
- **Make revision and resubmit.** The revision process for Bid happens pretty quickly (4 days only - I know, crazy right). The sooner you submit your Bid, the sooner Sarah can take a look and send back your violations. Don't feel bad if you have violations, that is why the review process is here!
- **Prepare Bid Defense.** If your Bid is in the category that is voted by Regional Board Representatives, you will have a Bid session and need to defend your Bid. Start preparing Bid Defense the sooner the better!
- **Delegate Bid Evals.** Normally, there are more than 30 Bids submitted at RLC. And it is impossible for a single person to finish evaluating them in a week. Even if you don't have a Bid team in the first place, delegate the Bid Evals to RHA Prez and NRHH Reps.
- **Ready to enter Bid Sessions at conference!**

Suggested Bid Timeline

- **Before Oct 4th:** Form Bid Team, decide Bid topics
- **Oct 4th-Oct 10th:** Finalize Bid topics, meet with nominee(s) for the first time, start gather information, ask for Letter(s) of support; submit Bid intent; delegate tasks
- **Oct 8th-Oct 16th:** Continue gain information, collect photos, quotes; start writing Bids; form Bid design/theme. Information from nominee(s) should be due by Oct 16th
- **Oct 16th-Oct 25th:** Write Bid, first draft or drafts if multiple bids due by Oct 25th; follow up on Letter(s) of Support
 - Bid Intent Closes Oct 18th
- **Oct 25th-Oct 27th:** Finalize drafts, add contents to Bid template
- **Oct 28th-Oct 29th:** Send to RHA and NRHH advisors for proofread and submit!!
 - Bid Submission closes Oct 29th at midnight Mountain Time!
- **Oct 30th-Nov 4th:** Revise Bid if needed, start prepare for Bid Defense if needed
- **Nov 5th-Nov 12th:** Delegate Bid Evals, complete Bid Evals before Conference Check-in because you cannot check-in with an unfinished Bid Eval!

More details for the steps

Deciding what bids to write:

- The world is your oyster with bids! I highly recommend chatting with your advisor(s) and executive board to see if they have any suggestions for potential categories and/or nominees.
- When deciding on what bids to write, please utilize the IACURH Bid Guide! It will walk you through every category and what the criteria is for each bid. Use this to make your decisions.
 - Super busy semester? Don't think you'll be able to take on a large bid? Maybe don't go for School of the Year or Program of the year (30 pages each)
- Remember, when you are in the process of deciding, the timeline for RLC bids goes from last year's conference to this one. So if you were to be writing NCC of the Year, it would be about last year's NCC, not you (unless you're a returner, of course)

Forming bid teams:

- In the bid guide, this step is listed later, but I think it's important to go into this process knowing who is writing each bid. At some institutions, it's just the NCC. At some, it's each regional representative. At some, this even includes RHA/NRHH members and on-campus residents!
- After you have chatted about potential bids to write, bring them to your team and ask if anyone is especially passionate about any of the topics. Writing a bid that you are interested in will always make it easier and more enjoyable!
 - You can each write your own bids or you can collaborate on one or more bids! Totally up to you. If you want to chat about the process of collaborating, let me know!
- **Some perks to get people excited in Bid:**
 - It is a meaningful way of recognition. And a big way too: the whole region can see the nominee's achievements
 - Bid is inspirational. Other member schools can see what a student is capable to do at your institution
 - Good way to practice writing skills, interviewing skills, organizing skills
 - If students are interested in design, they basically design a magazine for this Bid - add to their portfolio as well!

Submitting an intent: (Open Oct1st, close Oct 18th)

- If you plan to write bids, it is crucial that you submit an intent for every bid that you plan to write as an institution, because if you don't submit the form, you won't be able to submit the bid.
- This is not a commitment to write the Bids. If in any circumstances you cannot write them all, it is OK!
- I would suggest that you submit the intent form all the Bids written by your institution!
- We use bid intents to create the schedule for bid defenses during the conference. We want to make sure we have enough time for each nominee to defend their bid!

Gathering content:

- I would recommend contacting your nominee(s) to let them know that you will be writing a bid about them! You can explain what it means to have a bid written about you (it's a big honor), what conference you will be defending at, who will be writing the bid, and what you need from the nominee.

- You technically *could* write a bid as a surprise, but as a warning, it is extremely difficult and requires some spy-level stalking to find all the information you'll need.
- A Google Doc for them to fill out the information for each criteria can be a good way to go! This can avoid contacting back and forth. You can set a "deadline" for this to be filled out so that the Bid writing process is on track.
 - Example: If the criteria says "Regional involvement" you could ask your nominee "what has been your involvement with the region?"
 - [Here's an example](#) of a document like this!
- Other than information, you should also ask for:
 - Photos of their achievements and involvement
 - Quotes from people who work with them
- I would paste the criteria for each bid your school is writing into a document. As you work on the bids, check off each point to ensure that everything you need is in there!
- Make sure you ask for Letters of Support early October! It can take a while to write the letters!

Meeting with your nominee:

- If possible, it is really helpful to meet with your nominee and talk more about the bidding process with them! This can take place in person, through Zoom, on the phone, through email, etc.
- Here are some things you can do when you meet with your nominee:
 - Explain further what the nomination means, what a bid is, etc.
 - Show them a previous bid if they've never seen one
 - Go over the information document with them (remind them of the due date)
 - Ask them to send you any photos that they want included in the bid (this can include photos of just them and photos from conferences, RHA/NRHH meetings, events, etc)
 - Ask about possible bid themes! You can tailor this to their specific interests (For example, a music-themed bid for a choral education major or an ocean theme for someone who loves the ocean)
 - Ask if they have any questions/anything they need from you!