



2002 CURRICULUM UPDATE

Name: _____



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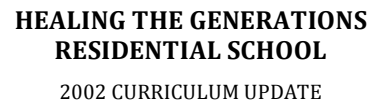
STEPS TO ORGANIZING A CONFERENCE

- Step 1: Catching a Vision*
- Step 2: Scheduling a Date*
- Step 3: Selecting Speakers*
- Step 4: Choosing a Location*
- Step 5: Getting Co-Sponsors (optional)*
- Step 6: Forming a Committee*
- Step 7: Conference Budget*
- Step 8: Planning the Event*
- Step 9: Reaping the Benefits*

*By simply inquiring as to the possibility of organizing a Residential School Community Conference—whether as a group of people or as an individual—have in some sense “**caught a vision**” for Community Healing. No matter where you and/or your community are at present, you realize that your community as if “peering through a glass darkly,” has the boldness and faith to step out and be active participants in dealing with Residential School Impacts. By encouraging the deepening of your own life and spirit and those of your friends, your family, and neighbours you have encouraged people in your community to start dealing with the impacts and to start into fuller and more profound lives in the Creator’s kingdom.*

Once you have a vision for Community Healing, the best thing you can do is share it with the members of your community. Let them know about the possibility of organizing a Residential School Community Healing Conference. Share the vision! Let everyone know in community that they can play a part in making this vision of Community Healing become a reality. As a few folks to partner with you. If you receive enough interest to move forward you will need to reserve Community Conference Dates.

You perhaps would like to hire an Master of Ceremony (MC) for your conference and other guest speakers who can speak towards Residential School Issues and Healing. When considering a MC you would like to lead your Conference, think about who best represents the background, tradition, or insight your Community most needs. You may also consider geographic proximity to where you are located, as often it will be less expensive to bring in a person who lives closer to your community.



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HANDOUT continued...

Conference Chair amounts to delegation, oversight, and problem solving.

Along with your Conference Team you will need sub-committees which would include:

- *Audio/Visual*
- *Book Table/Registration*
- *Child care*
- *Facility*
- *Finance*
- *Follow-up*
- *Greeting/ushering*
- *Hospitality*
- *Music*
- *Elder*
- *Refreshments & Food*

These individual committees are crucial to the full success of the Conference; however, some may be optional. It is helpful to recruit persons competent in related fields to be Chairs of the sub-committees; for example, you might recruit the community restaurant cook to head up Refreshments & Foods sub-committee. Finally, the number of tasks to be completed makes a qualified and committed Conference Team all the more important.

Step 7: Conference Budget

Conferences can become very costly ventures; however, you could charge participants an registration fee if you choose to try and break close to even with costs.

Some costs could be for:

- *Conference security*
- *Copies/printing (brochures/flyers and other promotional pieces)*
- *Facility maintenance and rental*
- *Meals and food (for conference attendees, participants, speaker, etc.)*
- *Photographer/Videographer*
- *Postage (information mail outs)*
- *Registration materials*
- *MC & Guest Speaker salaries*
- *Housing/Rooms/Hospitality*
- *Supplies*
- *Telephone*
- *Other miscellaneous costs*



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Step 8: Planning the Event

- *Assistance with brochure/flyer design for advertising the conference*
- *Mailing labels and contacts*
- *MC & Guest Speaker(s) travel and accommodations*
- *Registration materials*
- *Unlimited personal assistance for Conference Chair & Sub-Committee Chairs*
- *Other creative means of partnership*

Step 9: Reaping the Benefits

- *Witnessing personal healing: physical, mental, spiritual, and emotional of those in attendance*
- *Passing on helpful ideas that will endure*
- *Inspiring people who have lost their zeal*
- *Continuing renewal through the use of Conference resources and materials*
- *Training leaders who will start a Community Healing Group(s)*
- *Launching many Survivor Groups & or Intergenerationally Impacted Groups*
- *Introducing a balanced approach to Healing*
- *Working together with other organizations, communities, etc., in your region for support and ideas*
- *Gaining visibility for the future of your community*
- *Renewing people...renewing your community*

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