

WLYC 2014 – Detailed Agenda with Setup

- Standard WLYC setup in big rooms – Classroom (seminar setup)
- When room combined – Speaker Podium, refreshment tables, check in tables with room for bags and items for sales 2 handheld cordless mic
- When room split there will be an AV Podium in each room, 1 hand held cordless mics, 1 lapel mic
- Other mics are available if needed. I will work with the Presenters in those rooms for any other setup needs (setup for panel discussion, tall chairs or tables at the front of room and additional mics etc.)
- **AGENDA SUBJECT TO CHANGE**

Time	Min	Session	Room	Setup and Notes
7:30 – 8:15 am	45	Breakfast	TC 120	Rounds for max and serving tables
8:15 – 8:25 am	10	Welcome	CCI UP (CC 129 & 130 combined)	CCI 130 Classrm 50 - AV CCI 129 Classrm 80 - AV
8:25 – 8:35	10	Transition	CCI UP	Get presenter up
8:35 – 9:05	30	Team Building	CCI UP (CC 129 & 130 combined)	Same
9:05 – 9:15	10	Transition	CCI 129 CCI 130	Split room during transitions – get both presenter up and going
9:15 – 10:05	50	Required # 1 Danger of Social Media	CCI 129 CCI 130	TBD as of 8/12/14
10:05 – 10:15	10	Transition		New presenters in each room
10:15 – 11:05	50	Required #2 Self-Acceptance/Boundaries	CCI 129 CCI 130	AV TBD
11:05 – 11:10	5	Transition	CCI 129 CCI 130	Shorter transition because 30 min to get presenters
11:10 – 11:20	10	Dance	Arcade	Empty
11:20 – 11:30	10	Break	CCI 129 CCI 130	Partially open curtain - food in CCI 130 the girls get their food and move back n forth
11:30 – 11:35	5	Transition	CCI 129 CCI 130	Close curtain right before sessions start
11:35 – 12:25	50	Required # 3 Education	CCI 129 CCI 130	Same
12:25 – 12:35	10	Transition	Walk to dining room	
12:35 – 1:20	45	Lunch	CCC Dining Room	1:00 pm Need volunteers assistance getting CCI 130 ready for Self-Defense
1:20 – 1:30	10	Transition	CCI 121, 123, 124, 129 and 130	Presenters in 5 rooms, will setup AV and make a space for demos in CCI 130 during lunch Presenters present in in rooms by 1:15
1:30 – 2:10	40	Chosen Workshop #1		
		1 - Journalism	CCI 129	Classroom for 80 with AV
		2 – Self Defense	CCI 130	Classroom for 60 with AV (make large space at front for demos)
		3- Culture	CCI 124	Setup and AV TBD
		4 – Suicide Prevention	CCI 123	Setup and AV TBD
5 – Professionalism	CCI 121	Setup and AV TBD		
2:10 – 2:15	5	Transition		
2:15 – 2:50	40	Chosen Workshop #2		
		1 - Journalism	CCI 129	Same
		2 – Self Defense	CCI 130	
		3- Culture	CCI 124	
		4 – Suicide Prevention	CCI 123	
5 – Professionalism	CCI 121			
2:50 – 3:05	15	Dance Break	Arcade	Empty
3:05 – 3:10	5	Transition		

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<b>Time</b>	<b>Min</b>	<b>Session</b>	<b>Room</b>	<b>Setup and Notes</b>
		<i>Setup Vendor Tables &amp; chairs – need volunteer assistance 3:05 – 3:10 and Vendor setup 3:10 – 3:45</i>	<i>Arcade</i>	<i>12 tables &amp; 24 chairs – limited electrical outlets – find out who needs electricity</i>
<b>3:10 – 3:50</b>	<b>40</b>	<b>Chosen Workshop #3</b>		
		1 - Journalism	CCI 129	Same
		2 – Self Defense	CCI 130	
		3- Culture	CCI 124	
		4 – Suicide Prevention	CCI 123	
		5 – Professionalism	CCI 121	
<b>3:50 – 4:30</b>	<b>40</b>	<b>Resource Fair</b>	Arcade	<i>3:50 Volunteers assistance getting CCI 130 reset from Self- defense and open curtain and combine room – AV TBD</i>
<b>4:30 – 4:50</b>	<b>20</b>	Closing	CCI UP (CC 129 & 130 combined)	