



## LEARN Initiative

An informational newsletter for new members to help unlock the keys to the National Association of Educational Office Professionals (NAEOP)

### NAEOP Conference Tips for First Time Attendees

#### ***Preparing for the Conference:***

##### **What to bring:**

- Business cards to exchange
- Attach your state pin to your business card
- Trading state pins and business cards is a great way to network and meet new people
- Bring a larger suitcase than you need so you have room to bring home treasures, door prizes, etc.
- Don't forget your phone and laptop chargers
- Bring some snacks and breakfast bars
- Bring your address labels (name, cell phone, email) to affix to raffle tickets
- Single dollar bills and a little change, so you're prepared with tip money for bellmen, taxi, etc.

##### **What to wear:**

- Dress in layers – meeting rooms can be chilly
- Bring comfortable shoes
- Summit and Breakout sessions – Business dress
- Opening General Session (Wednesday am) – Wear state attire
- General Sessions and Advisory Council – Business dress
- Awards Banquet/PSP Recognition (Wednesday pm) – semi-formal to formal
- Installation Luncheon – Business dress

##### **Conference registration:**

- Register for the First Timer's event
- Review the schedule and highlight what you are signing up for so you'll know at a glance where you need to be
- Schedule some time to explore the city where the conference is being held
- Take advantage of as much professional development as you can
- Don't be afraid to ask questions or for help

##### ***During the Conference:***

- Keep the conference schedule with you at all times
- Don't forget to take pictures and post on social media
- Get to your sessions early so you can network and exchange business cards/pins, etc.
- Use the Conference App

### ***During the Conference, continued***

Have questions at the conference? Go to the registration desk, they are always very helpful

Attend the First Timer's reception – meet your mentor who will be your go-to-person for the week

Attend the General Sessions – You will learn a lot on how NAEOP functions

Visit the Hospitality Suite – have a snack and network with NAEOP Members

Visit Exhibits/Special Projects room – this is a marketplace for our retirees, members, vendors, state basket raffle, etc.

Attend Area Meeting on Wednesday – join members from your geographic area for professional development and networking

Council Luncheon on Thursday – join office professionals who work in similar education settings for networking and professional development

Make sure you always have a pen handy

Participate in at least some of the Advisory Council – it is fascinating, educational, and is where the “real” action happens

Don't try to do everything. If you do, you will be worn out by the second day. Pace yourself.

Some people are introverts, and meeting new people is sometimes difficult. Sometimes we need to force ourselves to sit at a table where we don't know everyone. Initially sitting down is the hardest part, because once you get over that, you usually meet some of the nicest people.

When you do sit with friends, remember that you will have a better time when you include others that you don't know as well.

A reminder to come with an open mind to learn something new, meet someone new, and relax so that you can rejuvenate yourself and also enjoy the entire experience!

### ***After the Conference:***

Reflect on the conference and your experience

Send email/note to people who made a difference in your conference experience

Write your boss, principal, or superintendent a thank you note when you return telling them about a few things that you learned at the conference

Present a session at your local or state association about the conference

Start planning to attend the 2020 NAEOP Conference in Salt Lake City!

Apply for one of NAEOP's Foundation scholarships to attend a conference

Begin using the Conference Lay-Away Plan from NAEOP—start saving now for next year!

### **Mission:**

The mission of the Association is to provide professional growth through leadership, education, achievement, recognition, and networking opportunities for educational office professionals.



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Be sure to visit our website: <https://naeop.org>