

RLC PROGRAMMING GUIDE

# THE NEACURH GAMES 2017: MAY MARTY BE EVER IN YOUR FAVOR



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# WHY SHOULD YOU PRESENT A PROGRAM?

Programming is an essential element of both RLC and SLC in the NEACURH region, as well as the NACURH Annual Conference.

Programming at conferences allows delegates from around the region to share and promote ideas and events from their host institutions to be shared across other schools.

Programming is what continues to help Panem create new innovative ideas to benefit our nation and keep our Capital prosperous. Remember "Panem today, Panem tomorrow, Panem forever!"

It is our hope that you will take part in this important responsibility of educating others by presenting a program at the The NEACURH Games 2017.

The benefits of presenting a program are endless, but if you need a few examples, read on below!



# TYPES OF PROGRAMMING

## Active Programming

*What is active programming?*

An interactive, live action, 30-45 minute presentation

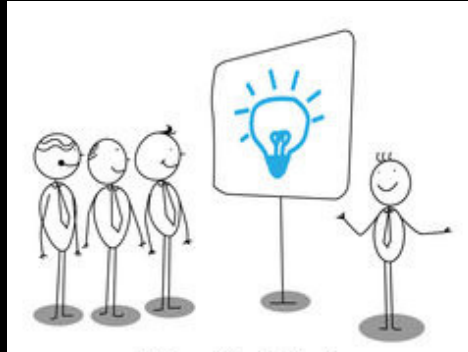
Generally includes visual aids, activities and handouts

Presented at conference (usually in a classroom setting) to delegates and advisors in attendance

Presentation topic falls under a programming track offered at conference (Leadership, Diversity, etc.)

*Example Presentation Topics:* Developing and Expanding Your RHA or NRHH, Inspiration Can Be Found in a Minefield, Re-Thinking Fundraising, Communication: The KEY to a Successful Team, etc.

# PREPARING AN ACTIVE PROGRAM



## **Step 1: Research:**

This is an important aspect of your presentation. Knowing how to do a program is easier than teaching others how to do the same. The more familiar you are with your subject, the more comfortable you will be with presenting it and answering questions.

## **Step 2: Integration:**

If you spend 10 hours on research, avoid trying to present those 10 hours of information in a 45 minute presentation. Integrate your material with the main points and the goals of your session in mind. Try to integrate fun activities!

## **Step 3: Practice:**

Present your session to your organization, your advisors and/or other interested people; get a feeling for your use of time, clarity, and overall effectiveness. This will help you feel more comfortable come presentation day!

## Personal Benefits of Presenting an Active Program!



- It serves as a great learning experience in preparing a presentation – something you will do throughout your college and professional careers!
- It is an opportunity to share ideas and experiences from your school with the region and the world. – Let your voice be heard!
- It shows that your school, RHA, and NRHH have initiative and are willing to take a leadership role.
- It is a way to educate others and provide them with information to bring back to their institution.
- It is an opportunity to be active in NEACURH and NACURH
- It is a chance to be recognized as a Top Ten Program, or other forms of regional recognition through programming awards.



# TIPS FOR ACTIVE PROGRAMMING

Make your presentation engaging by creating a presentation style that combines informative discussion with interactive activities!

Giving handouts helps delegates to follow along with your presentation!

Choose a topic that you are passionate about - it will show through your presentation!

If you have any physical takeaways from your program that would add to your ability to help delegates remember your program!



# Passive Programming

*What is passive programming?*

An interactive, stationary visual presentation

Presenter does not speak or interact face to face with the audience

Generally includes a strong and informative visual aid, props and/or handouts

Can be an informational poster/display of a previous active program

*Examples of Passive Programming topics:* Random Acts of Kindness Challenge, Residents of the Week, The World in 100 People, etc.





# TIPS FOR PASSIVE PROGRAMMING

Combine information with pictures and other graphics to get attention.

Add an interaction portion for delegates to engage in.

Make sure your title/topic is very clear and visible!

Tri-folds are a great resource to create a passive program!

Keep the information organized!

Make sure your text is big enough to read!



# ADAPTABILITY IS KEY!



If you are presenting on an event your school put on, brainstorm ideas to make it transferable to other schools.

Think about and present how the event can be successful if it is adapted to another school that may have different programming tools and resources. It may also be helpful to consider various restrictions that would prevent other schools from applying your event to their campuses.

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If you are presenting on a topic, think about the differences in school culture or style may impact the way the topic affects different campuses.

For example, some schools may be very versed in topics of social justice, while others may not be. Also, if presenting on leadership, think about how different executive boards may be constructed.

# RLC BADGE PROGRAM

For our programming tracks, we are offering what is called a "Badge Program" in which delegates who attend programs will have the opportunity to earn a programming badge if they fulfill the following requirements:

- Attend 1 badge program for each programming track (District 1, 2, 4, and 12 are eligible)
  - Fill out programming evaluation forms for each program they attend

If a program is entered as a "Badge" program, it will be shown in Guidebook. Those who complete the following criteria and get their programming card fully punched can find the programming chair prior to closing ceremonies will get an RLC 2017 programming badge!

# PROGRAMMING AWARDS

NEACURH loves recognizing all of the hard work our presenters put into presenting moose-tastic programs, and what better way than to do this through giving out awards at the conference banquet? Here are the awards and award criteria that our Program Presenters are eligible for.

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## Top 10 Programs

Awards for the Top 10 Programs will be announced prior to the Top 10 Programming Track. Delegates then have the opportunity to attend any Top 10 Program of their choice.

Each program will be chosen by tallying all completed program evaluations from each attendee of the program.

The award consists of a certificate that bears the gold seal of NEACURH.



# EXCELLENCE IN FIRST TIME PROGRAM PRESENTING

*(Active Programming)*

*Awarded to the top evaluated program by a first time presenter(s).*

Only first time program presenters are eligible for this award. A first time program presenter will be defined as a person who has never presented any program at a NEACURH or NACURH conference

If a first time program presenter is co-presenting with an experienced program programmer, the first time program presenter will become ineligible for this award.

This award shall be selected based upon the final review of the program's evaluations, where the first time program presenter(s) receiving the best overall assessment wins the award.

The award will be given out at the awards ceremony at the end of conference.

The award shall consist of a certificate and an Excellence in Program Presenting Pin.

# EXCELLENCE IN PROGRAM PRESENTING PIN

*This pin will be awarded to the top evaluated program during the Top 10 Program Presentations.*

Program presenters will be evaluated based on the top score of the evaluations.



# EXCELLENCE IN FIRST TIME PASSIVE PROGRAMMING AWARD

*This award shall be presented to the top evaluated passive program by a first time delegate.*

Only first time delegates are eligible for this award. A first time delegate will be defined as a person who has never attended any NEACURH or NACURH conference.

If a first time delegate is co-presenting with an experienced delegate, the first time delegate will become ineligible for this award.

This award will be evaluated by the RHA Presidents.

This award will be selected based upon final review of program evaluations.





## **EXCELLENCE IN PASSIVE PROGRAMMING AWARD**

*This award shall be presented to the top  
evaluated passive program.*

This award will be evaluated by the RHA  
Presidents.

This award will be selected based upon final  
review of program evaluations.





# FAQS

## **What if I need technology to present my program?**

When filling out the program presentation form, there will be a section to mark if you need technology or any other basic materials. We will make sure to accommodate your needs to make your program most successful!

## **What if I don't know what programming track my program will fall under?**

No problem! Feel free to email our programming chair, Rachael Barta at [regionals17programming@gmail.com](mailto:regionals17programming@gmail.com) and we will help you determine this.

# PROGRAMMING RESOURCES

Want to know more about programming at conference? Feel free to visit the Programming at Conference page on the NEACURH Website at:  
[www.neacurh.nacurh.org/programming-at-conference](http://www.neacurh.nacurh.org/programming-at-conference).

## The NEACURH Games 2017 Website:

[neacurhgames2017.weebly.com](http://neacurhgames2017.weebly.com)

## RLC Programming Chair:

Rachael Barta

[regionals17programming@gmail.com](mailto:regionals17programming@gmail.com)

## RLC Conference Chairs:

Codi Bierce & Janine Mouland

[ne\\_conf@nacurh.org](mailto:ne_conf@nacurh.org)

## CO for Programming Resources:

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