As you prepare for the 2016 National Conference on Race and Ethnicity, it is important to keep in mind that your delegation represents your entire campus. With this responsibility, it is necessary to plan ahead in order to cover as many conference events as possible. Before leaving campus, your delegation should accomplish important preparations that will help ensure your success to reach the following goals:

- To become more informed and educated about the various aspects of social justice awareness, and issues of race and ethnicity in American higher education;
- To gather information about various issues, trends, research, and best practices; and
- To learn about various aspects of leadership and effective organizational functioning.

How to Plan Your Delegation

1. Use NCORE as a training opportunity for future leaders rather than a reward for long-time leaders.
2. Invite students who will be at your institution for at least one more full academic year.
3. Involve students who participated in a previous NCORE conference and ask them to present helpful pointers at one of your delegation meetings.
Guidelines and Deadlines

By the First Week in January

To ensure that your group is able to stay at the conference hotel, secure the number of rooms you will need by registering at the beginning of January.

Three-Four Months before the Conference

1. Have potential delegates complete and participate in an interview process. This helps convey to them the importance of the position and the responsibilities it entails.
2. Select those who will be returning to campus for at least another year, use the conference as a training opportunity for future leaders.
3. Register for the conference at NCORE.ou.edu.

Three Weeks before Conference

Hold a meeting of the entire delegation. Discuss NCORE, its history and purpose.
1. Discuss who attends the conference: student programmers, student activities professionals/staff, student union professionals/staff, performing artists, professional support companies, faculty members, campus administrators, and university presidents.
2. Review and discuss goals, objectives and expectations of conference participation.
3. Review the conference schedule and make assignments to delegates for specific areas of coverage.
   o Review the listing of educational sessions. Assign each member of your delegation to attend as many different sessions in each block as possible. Complete descriptions will appear in the NCORE program guide which you will receive at Conference registration. Map out with others in your delegation who will be a participating in specific educational sessions.
   o Review the list of exhibitors and vendors that will be set up in the exhibition hall.
   o Set times for daily on-site delegation meetings while at the conference to ensure that everyone stays on track and completes the tasks assigned to them.
4. Complete any required travel paperwork.
5. Assign tasks for next meeting.

Two Weeks before the Conference

Hold a meeting with the delegation to finalize details of your trip.
1. Make room assignments.
2. Review departure time and travel arrangements.
3. Pick up travel advances.
4. Discuss appropriate behavior and attire while at the Conference
5. Discuss what to bring: Comfortable clothes and shoes, money for meals, personal entertainment and miscellaneous expenses; programming calendar and available room/hall reservations; programming budget; notebook/legal pad; pens/ pencils.
6. Contact other schools in your area beforehand to see if you have any common programming interests. You may be able to do legwork that will result in a cost-saving block on a particular artist.
7. Remind group of on-site delegation meetings.
8. Review expectations regarding Conference follow-up and evaluation. Discuss how you plan to evaluate and take notes on showcases and educational sessions.

When You Arrive at the 2016 NCORE Conference
1. Find the NCORE Registration area to get started.
2. Each participant will need to check in and register.
3. Take time to make sure you have all essential materials. Confirm you're your delegation head that you have your nametags, meal tickets, schedule, promotional flyers, and the NCORE Program Guide.

While You Are in San Francisco
1. Remember to eat well, drink water and get plenty of sleep.
2. Be an active participant throughout your time at the Conference.
3. Introduce yourself to other school delegates.
4. Take good notes during educational sessions and get all handouts that are available.
5. Visit each booth in the Exhibition Hall and get to know the associate members who are there. Remember, however, to take only one sample of promotional materials for your delegation.
6. Touch base regularly with other delegates in your group and with your adviser.
7. Attend all scheduled delegation meetings so you can share information and discuss the information you've gathered.
8. Confer with students and staff back home as needed via social media.
9. Disperse members of the delegation to cover as many sessions as possible. Don't have two or more members of your delegation attending the same session.
10. Balance the interests of the institution, the student organization and the individual when considering sessions to attend.

When You Return to Campus
1. Hold a group debriefing after attending a group of sessions or after the Conference as a whole so everyone receives the benefits of as many sessions as possible. A debriefing held after your delegation returns to campus could also include student and staff members at your institution who could not attend.
2. Immediately share educational information from the Conference with those who were not able to attend.
3. Create a summary recap of the expenses, and experience for the next year’s reference.