



## **NAACO Northeast Regional Meeting**

Hosted by Rutgers- New Brunswick

Friday, November 2, 2018

### **Meeting Location:**

Rutgers – New Brunswick  
Winants Hall, Assembly Room  
7 College Avenue  
New Brunswick, NJ 08901

### **AGENDA**

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|-----------------|--|
| 8:45 – 9:15am   | <b>Registration and Breakfast Buffet</b>   |
| 9:15 – 10:00am  | <b>Welcome &amp; Introductions</b>   |
| 10:00 – 11:00am | <b>Effective Communications</b><br>How do we break through the clutter and get the students to read event-related messages so that they and their families are prepared for the day? |
| 11:00 – 12:00pm | <b>No Dress Rehearsal!</b><br>How do we instruct the graduates on-site? What directionals and instructions are provided for a smooth event?  |
| 12:00 – 12:45pm | <b>Lunch &amp; Networking</b>  |
| 12:45 – 1:30pm  | <b>A Walk on Old Queens Quad and College Avenue (<i>weather permitting</i>)</b><br>See Old Queens Quad, Voorhees Mall and The Yard.  |
| 1:30 – 2:15pm   | <b>Weather Preparedness</b><br>How are we handling weather preparations for our ceremonies?  |
| 2:15 – 3:00pm   | <b>Assisting the Special Needs Guests</b><br>What do we do to assist those who are disabled and others with physical challenges? What obstacles do you have at your venue?           |
| 3:00 – 3:10pm   | <b>Break</b>   |
| 3:10 – 4:00pm   | <b>Attendees' Discussion Topic of Choice</b>   |
| 4:00 – 4:15pm   | <b>Wrap Up &amp; Close</b>   |

***\*Please bring any sample materials you wish to share or improve upon.***