

# Making the most of your day on March 3, 2007

Here are some tips to help you get the full benefit of the Umbrella conference.

## GET READY

- At least a week before the conference, jot down the information and training you hope to receive. Prepare a list of objectives and think about how you will incorporate new information into your job.
- Examine the conference program. Check the workshop selection and the many other activities that will be going on during the day.
- Schedule your time. Be sure to select a first and second workshop choice for both morning and afternoon sessions. If you will be attending with a co-worker, divide up the sessions and exchange handouts and information afterward.
- Plan ahead. Make sure to pick up a folder at the registration desk and bring pens, paper, etc.
- Make sure to leave in plenty of time so you're not rushed when you arrive. Take the time to enjoy the complimentary light breakfast and refreshments offered.

## AT THE CONFERENCE


- Review your plan for the day and make alterations based on changes in the program.
- Make sure you have plenty of time to get seated and comfortable so you can get the most out of the opening ceremonies.
- Take notes. You might want to use index cards to write down suggestions for activities so you'll be able to refer to them easily later.
- Approach your workshop leader if you have questions.
- Use your lunch and break to broaden your professional network. Exchange names and phone numbers with people so you can stay in touch.
- Make sure you visit the exhibitor displays. Find a new product or service to use. Look for new idea.

## AFTER THE CONFERENCE

- If you promised to mail information to anyone you met at the conference, do this right away. When you receive information or advice from someone at the conference, send a brief note of thanks.
- If your centre sent you to the conference, write a summary of points that could be valuable to your co-workers. Give the summary to your director/supervisor with copies of any useful printed material you picked up. This information may be helpful at staff meetings.
- Keep in touch with the people you met at the conference. Share articles and program ideas by mail or e-mail.

Attending conferences such as this one can broaden your job skills.

You just have to put some extra time into it!



**Umbrella  
Annual  
Conference**

**QUALITY CHILD CARE  
IS NOT A LUXURY ITEM**

**2007 Umbrella Annual Conference**

**Fill in the Registration Form today! March 3 will be here soon!  
Register early for the 22nd Annual Umbrella Conference**