



## WINTER CONVENTION – Workshop Guidelines

*Each year, Student Workshops are an integral part of our annual Winter Convention. To ensure that each Student Workshop offers a meaningful educational experience for both the students presenting and attending, the following guidelines are presented:*

- **Workshops are expected to last the entire 40 minute period.** It is important that your workshop fully engage the students attending it for the entire allotted time. Students should NOT be dismissed early, and should NOT be wandering in the halls while workshops are taking place. We ask that advisors please ensure that students from their school who are presenting workshops have enough content to fill the 40 minute period.
- **Start with an ice-breaker, but don't let it become the entire workshop.** A good way to begin a workshop is with some kind of icebreaker, so that students from different schools can get to know each other a little better. However, the ice-breaker should take no more than 5-10 minutes – that is not the reason why people are attending your workshop.
- **PowerPoint presentations are fine, but don't just read off them.** The TCNJ Social Sciences Building has projection capabilities in nearly all of its rooms, so you can easily set up and use a PowerPoint or other type of presentation. Just make sure that there is more to what you are presenting than just what is on the PowerPoint. One of the quickest ways to have people tune you out (and your ideas) is to just read off the PowerPoint slides!
- **There should be a meaningful handout for students to take with them.** After a student attends your workshop, it is likely that he or she will want to share things about it with other members of his or her Student Council; having a handout makes this much easier.
- **Allow time for questions, but not too much.** It is likely that students who are attending your workshop will have some questions or comments, so be ready to answer them. You should allow about 5 minutes at the end for questions or comments; much more than that and your workshop will end too early. *That leads to the next bullet point...*
- **Have a "Plan B" activity ready.** What happens if, even despite really good planning, your workshop ends 10 or 20 minutes early? Make sure you have an answer (letting people leave is NOT an acceptable one) to that question BEFORE you present your workshop. Ask your advisor for advice (that's why he or she is there) to make sure you are prepared!
- **Please e-mail a digital copy of your workshop handout to [lmiller@njasc.org](mailto:lmiller@njasc.org) by January 5.** We will post links to these handouts on the Resources page of the NJASC website. Please DO NOT send PowerPoint presentations; handouts must be in **MS Word** (.doc, .docx) or **Adobe Acrobat** (.pdf) format and should be sent as ONE FILE.

*If you have any questions about Student Workshops, please contact Executive Directors Lou Miller at [lmiller@njasc.org](mailto:lmiller@njasc.org) or Wendy Booth Sitzler at [wbsitzler@njasc.org](mailto:wbsitzler@njasc.org). Thank you for stepping up and sharing great ideas that will help make our Winter Convention a success!*