

## 2018 PLP Teen Conference: A World of Possibilities Conference Preparation Tips

Thank you in advance for participating in our day of celebration!  
Below are a few tips that will ensure all can have the most enjoyable experience possible.

### For Staff: Conference Planning

- **On-line Conference Registration:** Program staff must register all staff and students who will attend the conference. This is done using an on-line Wufoo Registration Form. Sites can register up to 3 staff members and 25 students. Teens must be expectant or parenting. Sites can only register students who completed the necessary paperwork to attend the conference (School Permission Slip). **Registration deadline is March 30<sup>th</sup>. PCA-NJ will contact sites to confirm registration no later than April 20<sup>th</sup>. PCA-NJ will report final numbers to DCF after the conference.**
- **Site Registration Form:** This form serves two purposes: 1) It helps staff to keep track of conference registration and photo consent forms; 2) It will be used to check your program in the day of the conference. **Staff MUST bring this completed form along with the PCA-NJ signed photo release forms to the conference.**
- **Photo Release Forms:** Staff must download the PCA-NJ Photo Release Form (available on our website) and have all students complete. If students are under 18, they will need their parents to sign the photo release form. Students who do not submit a photo release form will be provided a wrist band to wear the day of the conference.
- **Conference Reminders:** Staff **MUST** share with students the "Conference Reminders" (see column to the right) which must be discussed with students prior to the conference.

### Conference Day

- **Arrival:** Weather permitting, schools should use the entrance in the rear of the building. This will ensure you enter the venue on the lower floor. **Please follow the volunteer's instructions.** If the weather is bad, sites may enter in the front of the building and you will be ushered to the lower level.
- **Registration:** Please have one staff member check-in your site, while students stand to the side.
- **Departure:** Sites must stop at the check-out table located on the lower to pick-up evaluations forms, which are to be completed on the bus and mailed back to PCA-NJ. Students will receive a parting gift and if students win a raffle prize, these will be picked up on the lower level as well.

### For Students: Conference Reminders

- **Attire:** Dress comfortably but appropriately. Avoid wearing flip flops, short skirts, short-shorts, low-cut shirts, tank tops, see-through/cut-up clothing, explicit shirts, gang paraphernalia, etc.
- **Cellphones:** Please silence your cellphones and refrain from using them while in the different sessions (including texting, browsing the internet, and conversations).
- **Please do not linger** in the hallways, bathrooms, lobby, and parking lot of the conference venue. Please stay in the designated areas for our conference attendees which will be shown to you upon your arrival.
- **Photographs:** There will be photographers snapping photos throughout the day. If you choose not to sign a photo release form, please speak up to any photographers who attempt to take your picture and please also cooperate with any special request of temporarily standing out of a picture.
- **Lunch:** You will receive a hot buffet lunch. When helping yourself to food, please be mindful and respectful that there are others who need to eat.
- **Please be a pleasant table guest.** Remember your table manners during breakfast and lunch.
- **Activity Time:** This year you will have one hour of in the afternoon to participate in a number of fun activities. While in the activity, please adhere to the guidelines to avoid being excluded from that activity.
- **Enjoy yourself.** Please use appropriate enthusiasm. Engage as a team and network with your peers. Have a great time! Show your pride and excitement for your site, your success, and the success of others.
- **Departure:** Please be sure to stop by our check-out table before you leave the conference for a parting gift. Also, we value your opinion, so please complete the conference evaluation.