

UNMASK THE SERVICE

Contents

Conference Schedule	p. 2
Dress Code Guide	p. 2
Speaker Preview	p. 3
Packing List	p. 4
Code of Conduct	p. 4
Conference Fundraisers	p. 5
Conference Giveaways	p. 5
Conference Contests	p. 6
Conference Extras	p. 7
Guidebook App	p. 7
Arrival Instructions	p. 8



Confirmation Packet



Leadership Training Conference 2017

Conference At A Glance

Friday, March 31, 2017

<i>Time</i>	<i>Event</i>	<i>Dress</i>
2:00 – 4:30 PM	Arrival/Registration	C
4:45 – 5:30 PM	Candidates Meeting	C
5:15 – 6:00 PM	Welcome to LTC Session	C
6:15 – 7:15 PM	Welcome Dinner	BC
7:30 – 8:45 PM	Opening Session & Keynote	BC
9:00 – 9:30 PM	Workshop Round One	BC
9:45 – 11:15 PM	PLAYFAIR	C
9:45 – 11:15 PM	Advisor & Chaperone Meeting	C
11:15 PM – 12:00 AM	Club Time / Free Time	C
12:00 AM	Curfew	

Saturday, April 1, 2017

<i>Time</i>	<i>Event</i>	<i>Dress</i>
8:15 – 9:15 AM	Presidents & VIP Breakfast	BP
8:30 – 9:30 AM	Breakfast	C
9:30 – 11:15 AM	Awards & Keynote Session	BP
11:30 AM – 12:15 PM	Workshop Round Two	BC
12:15 – 1:15 PM	Lunch	BC
1:30 – 3:30 PM	Caucus Sessions	BP
3:45 – 4:30 PM	Workshop Round Three	BC
4:45 – 5:30 PM	Workshop Round Four	BC
6:00 – 7:00 PM	Dinner	BP
7:00 – 8:30 PM	Club Time / Free Time	C
7:15 – 8:15 PM	Service Fair (Optional)	C
7:15 – 8:15 PM	Leadership Games Session One (Optional)	C
8:30 – 10:00 PM	Salute to Division Session	BP
10:30 – 11:45 PM	Governor's Masquerade Ball	BP
10:30 – 11:30 PM	Leadership Games Session Two (Optional)	C
10:30 – 11:45 PM	Advisor & Chaperone Social	BP
12:00 AM	Curfew	

Sunday, April 2, 2017

<i>Time</i>	<i>Event</i>	<i>Dress</i>
7:00 – 9:00 AM	Continental Breakfast	C
8:00 – 9:15 AM	House of Delegates	BP
8:30 – 9:15 AM	Workshop Round Five	BC
9:30 – 11:15 AM	Closing Session	BP
11:30 AM – 12:30 PM	Farewell Brunch	C

Dress Code Guide

Business Professional (BP)

For Men: Business suit OR blazer with dress slacks or nice khaki pants; tie is required; nice sweater with a shirt and tie are an additional option.

For Women: Business suit or skirt-and-blouse combination.

Business Casual (BC)

For Men: Collared shirt (i.e. dress shirt or polo shirt), cotton trousers (no jeans) with a belt, and modest shoes (e.g. loafers) with socks; optional blazer or business jacket.

For Women: A reasonably long skirt or full-length trousers (non-jeans material) with a top (e.g. dress shirt, polo, or sweater set) OR an informal dress of appropriate length.

Casual (C)

Note that casual clothes should still be presentable, of appropriate length, and without any explicit markings.

Speaker Previews

This year's Leadership Training Conference features an all-star speaker line-up. With two keynotes and many Kiwanis Family guests, you will **not** be disappointed! For more information on keynote speakers, check out our full Keynote Preview on ltc.nydkc.org!

Keynote Speakers

John Shertzer
Chief Programs Officer
Kiwanis International

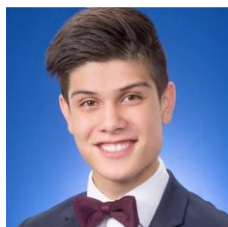


Jon Vroman
Front Row Foundation
2x Campus Speaker of the Year



Other Guest Speakers

JoJo Saunders
Key Club International Trustee
to the New York District



Candace Corsaro
District Governor-Elect
New York District of Kiwanis



Stephen Sirgiovanni
District Governor
New York District of Kiwanis



Jerry Cimo
District Governor
New York District of Circle K



Packing List

Things to Bring

- ❖ Three copies of your Medical Release Form
- ❖ Delegate Registration Form
- ❖ Some Extra Money for the Key Club Store and Conference Fundraisers (Including loose change for Penny Wars)
- ❖ 2-3 sets of Business Professional Clothing
- ❖ 2-3 Sets of Business Casual Clothing
- ❖ Toiletries
- ❖ Homework

Things NOT to Bring

- ✗ Blow dryer
- ✗ Iron
- ✗ Blankets & Pillows
- ✗ Illicit or illegal materials
- ✗ Towels
- ✗ Laptop (unless needed for schoolwork)

Code of Conduct

The full Code of Conduct will be available in the official Conference Program. Violations of the Code of Conduct will be dealt with swiftly.

- I. No Key Clubber will be permitted to leave the hotel building for any purpose until the close of the Conference.
- II. Follow the instructions of advisors/chaperones at all times
- III. A curfew will be observed and strictly enforced from 12:00am until 6:00am.
- IV. All persons attending the Conference will be expected to cooperate with and respect the authority of the Conference Staff.
- V. No Key Clubber will be permitted in any room of the hotel assigned to a member of the opposite sex.
- VI. Name badges must be worn at all times during the Conference.
- VII. Attendance of all Key Clubbers is required at caucus sessions, general sessions, mandatory meal sessions, and any other activities as stated in the Conference Program.
- VIII. All Key Club members must dress appropriately at all events.
- IX. Treat all Key Club and hotel staff with respect.



Conference Fundraisers

- ❖ **Penny Wars:** Throughout the weekend, drop pennies into the jerry can for your group of divisions and nickels, dimes, and bills into the jerry cans for the other groups of divisions. Pennies are positive points, nickels, dimes, and bills are negative points. The group of divisions with the most points wins! Money raised will be donated to the Thirst Project.
- ❖ **Miracle Minutes:** At Friday Dinner and Saturday Lunch, we will have just one minute to collect as much money as possible in donations. Any contribution will help us reach our fundraising goal. Money raised will be donated to the sponsored charity of the Governor's Project, Camp Abilities!
- ❖ **Take A Bite Out of Lyme:** Pucker up with your friends and take a bite out of a lime to fight Lyme disease. Funds raised will be donated to the Kiwanis Pediatric Lyme Disease Foundation.
- ❖ **Photo Booth:** Grab some friends and snap a pic in our photo booth in front of a Key Club backdrop. Funds will be donated to the District Project, Icing Smiles.

Conference Giveaways

All attendees of the 2017 Leadership Training Conference will receive the following giveaways included in their registration cost:

- ❖ Leadership Training Conference T-Shirt
- ❖ Official LTC Pin
- ❖ LTC Pen
- ❖ Official Conference Program
- ❖ Conference Mask** (Remember, the theme is “Unmask the Service”)

**Mask may be worn throughout the weekend. However, as Leadership Training Conference is a professional event, there will be certain times when masks may not be worn, including all events requiring business professional dress. Full details will be available in the Conference Program.

Conference Contests

The following contests will occur during the 2017 Leadership Training Conference. Any Key Clubber in attendance is eligible to participate in any individual contests. The Conference Program will specify a time and location for each contest. Full details may be found in the [2016-2017 Awards Booklet](#).

- ❖ **Oratorical Contest:** Top three winners will be announced, and the first-place winner will present his/her speech during the Saturday Night Salute to Division Session. Maximum time of five (5) minutes to address the following prompt:

“The three domains of Key Club are heart to serve, call to lead, and courage to engage. How do these domains shape the membership experience of a Key Clubber?”
- ❖ **Talent Contest:** The top three winners will be given the opportunity to perform during the Saturday Night Salute to Divisions Session. Any act that requires a piece of equipment that cannot be brought to LTC (e.g. a piano) must email Executive Assistant Kacie Luo (kacieluo.ea@nydkc.org) in advance.
- ❖ **Traditional/Non-Traditional Scrapbook Contests:** Scrapbooks must be dropped off for judging in the appropriate room during the appropriate time period on Friday of LTC as specified in the Conference Program. The top three winners in each category will be announced and presented with a certificate.
- ❖ **Non-Digital Poster Contest:** All posters submitted for the poster contest must be dropped off for judging in the appropriate room during the appropriate time period on Friday of LTC as specified in the Conference Program. The top three winners in will be announced and presented with a certificate.

Conference Extras

This year's Leadership Training Conference schedule is jam packed with great activities, and there are multiple optional activities/opportunities available at the Conference as well. Some of those include the following:

- ❖ **Key Club Store:** New York District Key Club merchandise of all sorts will be available to purchase during the hours specified in the Conference Program.
- ❖ **Service Fair:** Multiple outside organizations as well as each Key Club Division will have tables set up during the New York District's first service fair. Tables will be located in various locations spread throughout the Desmond Hotel, and information on the locations of each one will be made available.
- ❖ **Leadership Games Sessions:** Each one hour session will be facilitated by Kiwanis Chief Programs Officer John Shertzer and members of the District Board. These sessions will be capped to meet space constraints. Participants will participate in various games and challenges to encourage teamwork, develop leadership skills and styles, and discover ways to improve themselves and their clubs. Casual clothing and sneakers or other comfortable shoes is recommended.
- ❖ **Student Lounge:** The student lounge will be open at various times throughout the weekend as specified in the Conference Program. This will be a largely quiet space where attendees can complete any schoolwork or assignments they would like.

Guidebook App

The Guidebook App is used as the digital program for the Leadership Training Conference. All attendees are **strongly encouraged** to download Guidebook from the App Store or Google Play for free and install the guide for the 2017 Leadership Training Conference. Full instructions will be available in the Conference Program. In addition to providing a digital version of the schedule, Guidebook will be used to distribute certain files, push notifications and reminders, and announce any schedule changes or adjustments throughout the weekend.

Arrival Instructions

Please arrive at the Desmond Hotel and Conference Center **after 2:00 pm**. The hotel will make every effort to have all rooms ready, but please be patient during peak check-in times; we have over 860 registrants this year, and the hotel is completely full!

When Your Bus/Car Arrives...

- ❖ Instruct the driver to unload in the front of the hotel.
- ❖ Advisor/chaperone should get off the bus and check their students in at the General Check-In table in the main lobby. Remember to bring two (2) copies of each student's medical form to the table.
- ❖ **Students should stay on the bus** in order to alleviate large crowds.
- ❖ While the advisor/chaperone is checking in, members of the District Board and/or Conference Interns will board the bus to provide some introductory instructions to the students.
- ❖ Once the advisor/chaperone has completed checking in, students may get off the bus and head into the hotel; a member of the District Board will guide the group to their rooms.

T-Shirt Pickup and Delegate Registration: The t-shirt pickup is in the Fort Orange Courtyard, and Delegate Registration is in the Main Lobby. The two voting delegates per club (as certified on the Delegate Registration Form) must be present at the Delegate Registration Table with the Delegate Registration Form in order for a club to register its Delegates.

Food Upon Arrival: Simpson's (the in-house restaurant) will have a special discounted Key Club menu if any club chooses to buy lunch after arriving at LTC.

No club will be permitted to check into the hotel without payment received in full.