

## Preparing for the Pre-Conference Workshop

The first thing you will notice is that there is a lot of background material. But it's not as bad as it looks. In some cases copies of reports are included and while an entire page has been copied only one paragraph applies to the issue at hand.

Also, depending on your committee assignment there may be as many as 10 or 15 agenda items. As your time is limited you may not be able to cover them all in the time available at the workshop. Nevertheless you should prepare for them all but present them to your committee in order of priority; that is cover the ones that have the most impact first.

Read the background material. As you read make note of specific arguments whether pro or con for each agenda item. These points will make up your report to your committee. Your goal is to summarize the background material into something more easily readable. Bring copies of this report along with the background material to the Assembly. Some of you will find it useful to have pamphlets or other literature available as well. Try to anticipate what questions will be asked by your committee members and be prepared with answers. When your committee meets distribute the copies and discuss each item in order of priority. Your committee may not agree with your priorities so be flexible. During discussion, remember that it's not your job to convince them of the right answers rather just facilitate the discussion.

You will want to appoint or get a volunteer to take notes of your committee's discussion. The report you have prepared and notes from your committee discussion should make up your written report to the Assembly. While notes should be taken by someone else, the workshop guidelines require that the report to the Assembly be made by the committee chair. When you give the report to the Assembly include your committee's group conscience, and summarize the background which supports the committee's decision for each item on the agenda that was considered. Be prepared to answer questions and have a written report to turn in to the Secretary. That report should include both the initial report on background material that you prepared and notes from your committee discussion.

Our Delegates have unanimously reported that the notes that come out of the Pre Conference Delegates workshop have been invaluable when they are at the conference. This is our best chance to prepare our Delegate for his trip to New York so that he is able to participate in an informed manner. Please take the time to prepare for the upcoming Assembly so that we are able to send our Delegate securely armed with NIA's group conscience.