

NACA • 2009 institutes

HUGE LEADERSHIP WEEKEND

May 28–31

John Newcombe Tennis Ranch in San Antonio (TX)

NATIONAL LEADERSHIP SYMPOSIUM

July 9–12

University of Richmond (VA)

PROGRAMMING BASICS INSTITUTE

June 4–7

University of South Florida

STUDENT GOVERNMENT–WEST INSTITUTE

July 9–12

University of Washington–Seattle

CONCERT MANAGEMENT INSTITUTE

June 25–28

University of Wisconsin–Milwaukee

STUDENT GOVERNMENT–EAST INSTITUTE

July 16–19

George Washington University (DC)

RISK MANAGEMENT INSTITUTE

July 20–22

International House in New Orleans (LA)



naca
INSTITUTES

Advancing Campus Activities
in Higher Education

NACA Huge Leadership Weekend

May 28–31 | John Newcombe Tennis Ranch in San Antonio (TX)

Mission:

The mission of **Huge Leadership Weekend (HLW)** is to provide students with continued development and growth in areas of citizenship & service, effective programming, ethics & character, interpersonal skills, organizational development, and personal development. HLW strives to serve new and seasoned professionals in a dynamic environment which fosters communication, discussion, and cognitive enhancement on a focused topic or interest.

Workshops:

The HLW is a 3-day educational and recreational retreat for student leaders and higher education professionals. HLW is comprised of two workshops tracks:

Leadership Academy—This workshop is for newly selected campus leaders. Various topics are presented to develop a solid foundation and basic skills within the 6 principles.

Professional Development Workshop—Created for college professionals working in student activities and/or leadership development. Workshop presentations are designed to enhance skills in working with students in leadership roles and to introduce new developments, hot topics, and other related skills.

Curriculum:

Huge Leadership Weekend focuses on 6 key principles. These key principles are shared through educational presentations, group activities, one-on-one contact sessions, and small group mentor activities. Our goal is to create a balanced educational experience and to provide participants useful and effective leadership skills and tools.

HLW Principles:

Citizenship/Service focuses on the responsibilities of striving to uphold community standards and being an effective member of a group and/or community, as well as the role of serving others.

Effective Programming enhances skills necessary in successfully planning, implementing, and assessing campus sponsored programs.

Ethics and Character is the study of moral standards and the distinctive qualities that set good leaders apart.

Interpersonal Skills develop skills and enforce behaviors that involve positive relationships between others.

Personal Development encourages participants to better understand oneself and to strengthen personal skills.

Organizational Development studies individual organizational skills and the skills needed to effectively lead groups.

The Professional Development Workshop is an intense educational program based on a topic area within the field of student affairs. Presentations and activities will range from basic information to in-depth knowledge designed to challenge professionals to be more effective and successful advisors and professionals. Topics for the workshop may include trends in higher education, current hot topics, and other subject areas that will benefit new and seasoned student affairs professionals.

Accommodations and Meals:

The registration fee includes housing and all meals. Efforts will be made to honor roommate requests that are submitted on the Participant Information Form included in the registration confirmation packet. If you do not have a roommate preference, a roommate will be assigned to you. All meals will be provided through your registration. Please indicate any special dietary needs on the Participant Information Form.

Early Registration Fees and Deadlines:

\$298 for NACA Members until April 23

\$373 for non-members until April 23

Regular Registration Fees and Deadlines:

\$343 for NACA Members after April 23

\$430 for non-members after April 23

Final registration deadline: May 8

Registration Limit:

This institute is limited to 115 delegates and is open to NACA members and non-members on a first-come, first-served basis.

Refund Policy for All NACA Institutes:

Refunds for registration will be made only for requests received in writing at the NACA Office prior to the early registration deadline for the respective event. No refunds will be given for registrations after the stated early registration deadline. However, participant substitutions may be allowed if the request is submitted no later than 3 weeks prior to the start of the institute. A \$100 administrative fee will be charged for each cancellation.

“I am very excited to apply all that I learned from this weekend, and want to say thank you. It really opened my eyes, and I feel I may have found my direction. Meaning I would love to go into Student Affairs/Counseling.”

NACA Programming Basics Institute

June 4–7 | University of South Florida

The **NACA Programming Basics Institute** is geared toward NEW college student programmers who have little or no experience coordinating campus programs and events. This hands-on, interactive Institute offers new programmers the opportunity to develop and enhance essential skills necessary to produce campus programs.

Through large group sessions, cluster discussions and hands-on practice, participants will:

- Develop basic programming skills in an experiential format;
- Gain hands-on experience creating, promoting, implementing and evaluating events;
- Develop a network of peers to call upon for ideas, resources and problem-solving strategies;
- Learn ways to creatively publicize and promote campus events to specific audiences;
- Improve leadership skills in areas such as delegation, meeting facilitation and effective communication;
- Enhance their understanding of contracting and negotiation; and
- Form working programming boards with advisors and develop and present events during the workshop.

Accommodations and Meals:

The registration fee includes housing and all meals. Efforts will be made to honor roommate requests that are submitted on the Participant Information Form included in the registration confirmation packet. If you do not have a roommate preference, a roommate will be assigned to you. All meals will be provided through your registration. Please indicate any special dietary needs on the Participant Information Form.

Early Registration Fees and Deadlines:

\$450 for NACA members until April 30
\$565 for non-members until April 30

Regular Registration Fees and Deadlines:

\$520 for NACA members after April 30
\$645 for non-members after April 30

Final registration deadline: May 15

Registration Limit:

This institute is limited to 68 delegates and is open to NACA members and non-members on a first-come, first-served basis.

Refund Policy for All NACA Institutes:

Refunds for registration will be made only for requests received in writing at the NACA Office prior to the early registration deadline for the respective event. No refunds will be given for registrations after the stated early registration deadline. However, participant substitutions may be allowed if the request is submitted no later than 3 weeks prior to the start of the institute. A \$100 administrative fee will be charged for each cancellation.

NACA Concert Management Institute

June 25–28 | University of Wisconsin-Milwaukee

The **NACA Concert Management Institute** offers students and staff an educational opportunity to enhance basic skills required to select, promote and produce major concerts on campuses. The program is designed to give participants an opportunity to network with delegates from other schools and to develop an understanding of how the concert industry works. A variety of representatives from the industry will be involved in the Institute to lend their expertise to the delegates. Delegates will get hands-on experience behind the scenes at the Summerfest in Milwaukee.

Through lectures, panels and small group discussions, participants will learn:

- How to choose the right act for your school and budget;
- Skills for working with agents, middle agents and campus colleagues to make the show happen;
- How to decipher and negotiate contracts and technical riders;
- Basic concert programming skills in an experiential format;
- Techniques for marketing and promoting the show to your audience;
- Plans for security so you can manage risk;
- How to work with artists, road managers and ticket companies;
- Box office and house management;
- Tips to make a show run smoothly by taking care of details on the front end; and
- How the concert industry works.

Accommodations and Meals:

The registration fee includes housing and all meals. Efforts will be made to honor roommate requests that are submitted on the Participant Information Form included in the registration confirmation packet. If you do not have a roommate preference, a roommate will be assigned to you. All meals will be provided through your registration. Please indicate any special dietary needs on the Participant Information Form.

Early Registration Fees and Deadlines:

\$450 for NACA members until May 21
\$565 for non-members until May 21

Regular Registration Fees and Deadlines:

\$520 for NACA members after May 21
\$645 for non-members after May 21

Final registration deadline: June 5

Registration Limit:

This institute is limited to 48 delegates and is open to NACA members and non-members on a first-come, first-served basis.

Refund Policy for All NACA Institutes:

Refunds for registration will be made only for requests received in writing at the NACA Office prior to the early registration deadline for the respective event. No refunds will be given for registrations after the stated early registration deadline. However, participant substitutions may be allowed if the request is submitted no later than 3 weeks prior to the start of the institute. A \$100 administrative fee will be charged for each cancellation.

National Leadership Symposium

Leadership in a Global Context

July 9–12, 2009 | University of Richmond

TO REGISTER: go to www.naca.org

Now in its 19th year, the **National Leadership Symposium** is a professional development experience designed for faculty members, student affairs professionals and other education practitioners involved with promoting college student leadership education.

The National Leadership Symposium is a joint program coordinated by the National Association for Campus Activities (NACA) and the National Clearinghouse for Leadership Programs (NCLP). Given the intense learning environment of the Symposium (included required reading prior to attending), it is advised that participants have significant professional experience in leadership education. Registration is limited to 50 people.

This year's symposium will explore the meaning of leadership in a global context. According to many practitioners and scholars global leadership is an emerging field that seeks to understand and explain the impact of globalization processes on leadership. Our scholar authors will provide theoretical frameworks and practical considerations for this exploration. They will also provide thoughtful discourse and perspectives on what it means to prepare students for a global society. Participants will engage in rich dialogue and examine the intentional development of programs that can support students' understanding of the emerging language, style and practice of leadership, which fully values and takes into account an international viewpoint. The concept of cultures interrelatedness and interdependence will be discussed as these connections relate to the establishment of global priorities and mobilization toward purposeful action.

Learning objectives of the 2009 Symposium include:

- Understand the qualities and attribute of global leaders.
- Identify key competencies and concrete experiences that influence global leadership development.
- Acknowledge the distinct differences of Western Cultural approaches to leadership within the global context.
- Consider the intersection of Western Culture and the global perspective.
- Provide participants with a foundation to support students in making meaning of what leadership signifies in a global context.
- Creation of a network of practitioners, educators and scholars that explores and informs a current understanding of leadership in a global context.

In order to fully participate in the Symposium experience, delegates are expected to have read the following books:

1. Javidan, M., Dorfman, P.W., Sully de Luque, M., & House, R. J. (2006) In the eye of the beholder: Cross cultural lessons in leadership from Project GLOBE. *Academy of Management Perspectives*, 20(1), 67-90 .
2. Dorfman, P., Hanges, P.J., & Brodbeck, F. C. (2004). Leadership and cultural variation: The identification of culturally endorsed leadership profiles. In R. J. House, P.J. Hanges, M. Javidan, P. Dorfman & V. Gupta (Eds.), *Leadership, culture, and organizations: The GLOBE study of 62 societies* (pp. 667–718). Thousand Oaks, CA: Sage Publications, Inc.
3. Mendenhall, M., Osland, J., Bird, A., Oddou, G.R. and Maznevski, M. (2008). *Global leadership: Research, practice and development*. Routledge Global Human Resource Management.
4. Crosby, B. and Bryson, J. M. (2005). *Leadership for the common good, 2nd ed.* San Francisco, CA: Jossey-Bass.

Scholars-in-Residence:

Dr. Barbara Crosby, Associate Professor, Hubert H. Humphrey Institute of Public Affairs, University of Minnesota

Dr. Peter Dorfman, Professor, College of Business, New Mexico State

Dr. Joyce Osland, Professor of Global Leadership, College of Business, San Jose State University

Program Chairs:

Karl Brooks, Doctoral Candidate, Dean of Student Success, Joliet Junior College, Joliet, IL

Dr. Lucy Croft, Assistant Vice President for Student Affairs, University of North Florida, Jacksonville, FL

Accommodations and Meals:

The Symposium participants will stay in the Lakeview Residence Hall. Each suite has two single-occupancy bedrooms and a shared bathroom. Efforts will be made to honor suite mate requests that are submitted on the Participant Information Form included in the registration confirmation packet. If you do not have a suite mate preference, a suite mate will be assigned to you. All meals will be provided through your registration. Please indicate any special dietary needs on the Participant Information Form.

Early Registration Fees and Deadlines:

\$495 until June 4

Regular Registration Fees and Deadlines:

\$525 after June 4

Final registration deadline: June 19

Registration Limit:

This institute is limited to 50 participants and is open to NACA/NCLP members and non-members on a first-come, first-served basis.

Membership:

To join NCLP or renew your membership, please go to www.ndp.umd.edu

Refund Policy for All NACA Institutes:

Refunds for registration will be made only for requests received in writing at the NACA Office prior to the early registration deadline for the respective event. No refunds will be given for registrations after the stated early registration deadline. However, participant substitutions may be allowed if the request is submitted no later than 3 weeks prior to the start of the institute. A \$100 administrative fee will be charged for each cancellation.

NACA Student Government Institutes

July 9–12 | University of Washington–Seattle

July 16–19 | George Washington University (DC)

The NACA Student Government Institutes assist student governments in the development of strong, effective, student-driven leadership on campus. The Institutes are designed to help define the role of the student governments as liaisons for students and organizations.

When joining NACA at one of these two Institutes, delegates will:

- Learn how to improve relationships with university officials and campus staff;
- Discuss ways to create a desired impression of the student government;
- Establish a plan for working with campus and local media;
- Learn to create school spirit and loyalty through collaboration with other campus groups;
- Develop a role for the SGA in fostering a strong town-gown relationship;
- Learn to create programs to ensure leadership transition from one year to the next;
- Gain ideas on how to use technology to maximize student government presence, programs and services;
- Exchange resource materials with other school delegates through networking opportunities;
- Learn ways to recognize the diversity on campus and support the development of programs to achieve this goal;
- Learn to create unity in a student government where many opinions differ; and
- Develop strategies for campus outreach to provide the student government with the knowledge it needs to make tough decisions and recommendations.

Registration for these two Institutes includes tuition, lodging, meals and educational materials.

Refund Policy for All NACA Institutes:

Refunds for registration will be made only for requests received in writing at the NACA Office prior to the early registration deadline for the respective event. No refunds will be given for registrations after the stated early registration deadline. However, participant substitutions may be allowed if the request is submitted no later than 3 weeks prior to the start of the institute. A \$100 administrative fee will be charged for each cancellation.

“This was a great conference. The leaders seemed to truly care, both during and after the conference.”

Student Government–West

Accommodations and Meals:

The registration fee includes housing and all meals. Efforts will be made to honor roommate requests that are submitted on the Participant Information Form included in the registration confirmation packet. If you do not have a roommate preference, a roommate will be assigned to you. All meals will be provided through your registration. Please indicate any special dietary needs on the Participant Information Form.

Early Registration Fees and Deadlines:

\$450 for NACA members until June 4

\$565 for non-members until June 4

Regular Registration Fees and Deadlines:

\$520 for NACA members after June 4

\$645 for non-members after June 4

Final registration deadline: June 19

Registration Limit:

This institute is limited to 120 delegates and is open to NACA members and non-members on a first-come, first-served basis.

Student Government–East

Accommodations and Meals:

The registration fee includes housing and all meals. Efforts will be made to honor roommate requests that are submitted on the Participant Information Form included in the registration confirmation packet. If you do not have a roommate preference, a roommate will be assigned to you. All meals will be provided through your registration. Please indicate any special dietary needs on the Participant Information Form.

Early Registration Fees and Deadlines:

\$450 for NACA members until June 11

\$565 for non-members until June 11

Regular Registration Fees and Deadlines:

\$520 for NACA members after June 11

\$645 for non-members after June 11

Final registration deadline: June 26

Registration Limit:

This institute is limited to 175 delegates and is open to NACA members and non-members on a first-come, first-served basis.

Risk Management Institute

presented by NACA and Stetson University College of Law

July 20-22 | International House in New Orleans (LA)

Effective risk management is quickly becoming a core function for campus professionals who specialize in student activities, student affairs, judicial affairs, athletics, Greek life, and residence life. Indeed, one state now mandates that campus officials participate in annual risk-management training. The NACA/Stetson University College of Law Risk Management Institute will offer higher education professionals the opportunity to deepen their understanding of risk management principles and to enhance their skills in managing the risks of college student activities.

Institute participants will interact with facilitators and other participants to learn about both general and specific topics related to the culture, structure, resources, tools, and techniques that will help them to manage and balance risks created by their university's programs and activities. The Institute will focus on pertinent legal, policy, and leadership issues that implicate evolving standards of risk management both on and off campus. Sessions will be structured to allow for active learning through case studies and other problem-solving methods.

Instructors:

Darby Dickerson, J.D., Dean, Vice President, and Professor of Law, Stetson University

Peter Lake, J.D., Charles A. Dana Chair and Director, Center for Excellence in Higher Education Law and Policy, Stetson University

Accommodations and Meals:

The registration fee includes breakfast and lunch every day of the institute. Each day of the institute will end at approximately 5:30 pm and delegates can then go out for dinner on their own.

Rooms at the International House can be reserved at a rate per night of:

Deluxe King/Queen \$99

Superior Double/Double \$119

For hotel information, go to: <http://ihhotel.com/>

Early Registration Fees and Deadlines:

\$450 for NACA members until June 15

\$565 for non-members until June 15

Regular Registration Fees and Deadlines:

\$520 for NACA members after June 15

\$645 for non-members after June 15

Final registration deadline: June 30

Registration Limit:

This institute is limited to 100 delegates and is open to NACA members and non-members on a first-come, first-served basis.

Questions? Contact John at johno@naca.org or at 803-217-3485.

Please reserve your hotel room by calling the toll free number 800-633-5770 Monday to Friday 10 am to 6 pm eastern time.

Refund Policy for All NACA Institutes:

Refunds for registration will be made only for requests received in writing at the NACA Office prior to the early registration deadline for the respective event. No refunds will be given for registrations after the stated early registration deadline. However, participant substitutions may be allowed if the request is submitted no later than 3 weeks prior to the start of the institute. A \$100 administrative fee will be charged for each cancellation.

“I have been to many conferences but this one was excellent and our entire team is still sharing insights with the rest of the staff. Job well done!”

NACA INSTITUTE REGISTRATION FORM

To register for any of the 2009 NACA institutes, please complete this form and return it to:

NACA • 13 Harbison Way • Columbia SC 29212-3401, or fax it to 803-749-1047. Register online at www.naca.org!

Please use a separate form for each institute for which you wish to register delegates. This form may be photocopied.

NACA HUGE LEADERSHIP WEEKEND

May 28–31 | John Newcombe Tennis Ranch in San Antonio (TX)

Early Registration (before April 23).....\$298
Regular Registration (after April 23)\$343

NACA PROGRAMMING BASICS INSTITUTE

June 4–7 | University of South Florida

Early Registration (before April 30)
NACA members.....\$450
Non-members.....\$565
Regular Registration (after April 30)
NACA members.....\$520
Non-members.....\$645

NACA CONCERT MANAGEMENT INSTITUTE

June 25–28 | University of Wisconsin-Milwaukee

Early Registration (before May 21)
NACA members.....\$450
Non-members.....\$565
Regular Registration (after May 21)
NACA members.....\$520
Non-members.....\$645

NATIONAL LEADERSHIP SYMPOSIUM

July 9–12, 2009 | University of Richmond

Early Registration (before June 4)\$495
Regular Registration (after June 4).....\$525

NACA STUDENT GOVERNMENT INSTITUTES

WEST | July 9–12 | University of Washington-Seattle

Early Registration (before June 4)
NACA members.....\$450
Non-members.....\$565
Regular Registration (after June 4)
NACA members.....\$520
Non-members.....\$645

EAST | July 16–19 | George Washington University (DC)

Early Registration (before June 11)
NACA members.....\$450
Non-members.....\$565
Regular Registration (after June 11)
NACA members.....\$520
Non-members.....\$645

RISK MANAGEMENT INSTITUTE

July 20–22 | International House in New Orleans (LA)

Early Registration (before June 15)
NACA members.....\$450
Non-members.....\$565
Regular Registration (after June 15)
NACA members.....\$520
Non-members.....\$645

Refund Policy for All NACA Institutes:

Refunds for registration will be made only for requests received in writing at the NACA Office prior to the early registration deadline for the respective event. No refunds will be given for registrations after the stated early registration deadline. However, participant substitutions may be allowed if the request is submitted no later than 3 weeks prior to the start of the institute. A \$100 administrative fee will be charged for each cancellation.

My school is a: NACA Member Non-member

School: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

School Contact Person: _____

Telephone: _____ Fax: _____

E-mail: _____

Note: Unless otherwise noted on registration form, registration confirmation will be e-mailed to the school contact person listed above.

Name: _____
Title: _____
Summer telephone: _____
E-mail: _____
Please list any Food Allergies: _____

Name: _____
Title: _____
Summer telephone: _____
E-mail: _____
Please list any Food Allergies: _____

Name: _____
Title: _____
Summer telephone: _____
E-mail: _____
Please list any Food Allergies: _____

DELEGATE TYPE	GENDER	FEE PER DELEGATE
<input type="checkbox"/> Staff <input type="checkbox"/> Undergraduate <input type="checkbox"/> Grad Student <input type="checkbox"/> Vegetarian <input type="checkbox"/> Special Accommodations <small>(NACA Office staff will contact you. Accommodations will not be honored unless requested on this form.)</small>	<input type="checkbox"/> M <input type="checkbox"/> F	\$ _____
<input type="checkbox"/> Staff <input type="checkbox"/> Undergraduate <input type="checkbox"/> Grad Student <input type="checkbox"/> Vegetarian <input type="checkbox"/> Special Accommodations <small>(NACA Office staff will contact you. Accommodations will not be honored unless requested on this form.)</small>	<input type="checkbox"/> M <input type="checkbox"/> F	\$ _____
<input type="checkbox"/> Staff <input type="checkbox"/> Undergraduate <input type="checkbox"/> Grad Student <input type="checkbox"/> Vegetarian <input type="checkbox"/> Special Accommodations <small>(NACA Office staff will contact you. Accommodations will not be honored unless requested on this form.)</small>	<input type="checkbox"/> M <input type="checkbox"/> F	\$ _____
TOTAL AMOUNT DUE		\$ _____

A check in the amount of \$ _____ is enclosed. Purchase order # _____ is enclosed.

If your school requires Electronic Fund Transfer (EFT), please contact the NACA accounting department at 803-732-6222.

Please charge my credit card: VISA MasterCard American Express

Credit Card # _____ Expiration Date _____

Name on Card _____ Signature _____

The undersigned agrees and promises to indemnify and hold harmless NACA for and against any and all claims, losses, damages, and costs of any nature whatsoever arising out of use by the undersigned of the lodging space described above. This indemnity and hold harmless applies to all claims, losses, damages or costs resulting from acts or omissions of the undersigned, as well as from acts or omissions of NACA, including, specifically, any act of negligence on the part of NACA. This indemnity and hold harmless shall also cover all reasonable attorneys' fees and costs incurred by NACA to prosecute or defend any claim covered by this agreement. The undersigned agrees to submit himself/herself to personal jurisdiction in the State of South Carolina for any action arising under this agreement, further agrees that venue in Richland County, South Carolina, is proper in connection with any such action, and further agrees that this indemnity and hold harmless shall be interpreted and construed under the law of the State of South Carolina.

Signature (required) _____ Date _____

Comments from Institute Attendees

Huge Leadership Weekend

"I had a great time, not only did I have a great mentor and small group but also I had the opportunity to meet great people that I will continue to keep in touch with."

"I am very excited to apply all that I learned from this weekend, and want to say thank you. It really opened my eyes, and I feel I may have found my direction. Meaning I would love to go into Student Affairs/Counseling."

Programming Basics Institute

"I enjoyed the facilitators and I believe the institute was a great learning opportunity for myself and my students. Keep up the good work!"

"I really enjoyed this institute and I appreciate the opportunity. I look forward to attending another NACA event ASAP!"

Concert Management Institute

"Overall this was a fantastic institute and our university learned an abundance of knowledge. Thank you!"

"It was a great experience and all of the break out sessions helped us get a better understanding of what to expect."

Student Government-West Institute

"This was a great conference. The leaders seemed to truly care, both during and after the conference."

"This was one of the best institutes I have ever been to and really learned a lot from all the presenters. Thank you so much for putting this together!"

Student Government-East Institute

"This was a great learning experience and I would really just like to thank everyone that was involved in making it so wonderful!"

"Very much enjoyed the opportunity to talk with other SGA members about our differences, similarities, best practices, problems, etc. I definitely learned the most from speaking with peers."

Risk Management Institute

"The presenters were amazing. Very engaging and knowledgeable! It was such an eye opening experience."

"Great institute! It ran very smoothly...I look forward to encouraging others to attend."

"Overall experience was great... it was a pleasure to share ideas and meet others in the same field. Intimacy of institute was beneficial to sharing ideas."

"I have been to many conferences but this one was excellent and our entire team is still sharing insights with the rest of the staff. Job well done!"



Advancing Campus Activities
in Higher Education