

WORKSHOPS, WORKSHOPS, WORKSHOPS!

A Call for Annual Meeting Workshops, Saturday June 2nd, at Vermont Technical College, Randolph, VT

Workshops are a wonderful opportunity for skill training, learning or sharing in a specific area. As many know, a workshop offered at the Annual Meeting is a convenient way for a committee or group to present their ideas, thoughts and skills! Have you, or a committee or group you work with come up with an idea for a Workshop at this year's Annual Meeting?

We are at Vermont Technical College this year as we continue to celebrate our unity as the Vermont Conference UCC in our theme: *Go Out In Joy!*. Like last year, we are planning to have our theme presented throughout our time together. This year's theme is focused on the Arts. Participants may choose up to two workshops to enjoy depending on the time requirements of each workshop leader.

We are asking that proposed workshops include our theme. Please consider this in your preparation. We are hoping to *limit* our workshops offerings to 12. Unfortunately, this may mean that not all proposed workshops will be invited to present.

As the Workshop Co-Coordinator, I would ask you to forward to me several things (*provide as much information as possible as this will help to determine space and time needs*).

1. I need your Workshop Title and Description. This should be fairly concise, 4-5 sentences in length.
2. I need to know who is Presenting your workshop and who I should contact if I have any questions about your workshop. (email, telephone, address, and alternate email).
3. You will need to determine how many times you would like to offer your workshop. There will be two workshop time slots, both in the afternoon - one after lunch and one prior to dinner. Each session has an **hour and 15 minutes available**. You are welcome to use the entire hour and 15 minutes and/or if you **need more than an hour**, you may carry over your workshop into the next time slot that will be offered later in the day. If your **workshop is less than an hour** please make note of that and we will place you in a **45 minute** time slot. Please let me know your preference for time and whether you would like the first time slot after lunch or the time slot prior to dinner, or if you have no preference regarding 'when' your workshop is offered. **Note:** If you expect your workshop to be more than 1 hour and 15 minutes you will need to be placed in the "after lunch" time slot so that you will be able to resume your workshop in the time slot "prior to dinner".
4. I need to know if you have any particular requirements in terms of your workshop space! Do you need video/computer projection capabilities, etc.... What kind of size space do you think you need? Type (classroom, open space? chairs/no chairs etc...).
5. Any other pertinent information you think I'll need to know...

We need to have all workshop plans to distribute to the Conference delegates no later than **March 9th**. We appreciate your deliberate work to put this together smoothly. We hope to publish this information by March.

We are excited about this year's Annual Meeting and look forward to participating in the various planned activities! If you have any questions, comment or concerns regarding Workshops, please contact me at abbymaegackenheimer@gmail.com or at home by cell 802-881-7760. Thank you!

Abby Gackenheimer, *Workshop Coordinator*
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