

## 2019 Pre-Service Conference Requirements, Expectations & Professional Courtesies

1. All staff must wear agency ID badge at all times.
2. The dress code for the conference is **business** casual (no jeans).
3. All staff **MUST** clock in on the time clock **AND** sign in on designated **PAYROLL sheet for their center**. Staff is also required to sign in for **each** session they attend so that they are given credit for attending that particular training. **If your name and ID number is not on a sign in sheet your attendance will not be recorded. Staff Development will not add your name after the fact.**
4. Payroll sign-in sheets **require** your ID number **AND** name. Both must be written **correctly** and **legibly** in order for you to receive credit for attendance. Staff Development is not responsible for sign-ins that are not legible. If it is not legible, it will not be recorded for attendance and/or credited for training. If you clocked in on the time clock **AND** signed in on your center's sign-in sheet and your time does not show on your timesheet, email Staff Development. **If we cannot verify your attendance on the sign-in sheets, please discuss this matter with your supervisor and ask them how you should handle it whether you manually enter your own time or your supervisor does.**
5. Arriving late for a session and/or leaving a session early is very unprofessional and is not acceptable. If you happen to enter a training session after the starting time, be as quiet and discreet as possible. Unless it is an emergency, please be courteous to the presenter and do not leave a session early.
6. Lunch is on your own. Your presenter/trainer will release you at the appropriate times.
7. Some sessions are required for certain groups. Please honor these instructions and pay attention to the session designation on the schedule. **Be sure that you review the schedule and attend the sessions that are required for your position or content area.**

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8. Professional behavior and courtesies are expected of all participants. All session presenters/trainers have the right ask any disruptive participants to leave their session. Please refrain from talking when the presenter is speaking and using your cell phone in the sessions. No side bar conversations please. Remember to set your cell phones to vibrate or silent.
9. Be attentive and participate in the sessions when appropriate to get the most out of the training.
10. Remember to complete the surveys provided at the end of each training session (if applicable). Your feedback is very important.
11. Unless previously arranged with your supervisor because of a special circumstance, **ALL STAFF** are expected to attend their appropriate content area training track for the Summer prior to the new academic year.

If you have any questions, please contact the Staff Development Department or your supervisor.

We hope that you enjoy this year's Summer Conference. We encourage you to refresh your current knowledge/skills as well retain as much of the new information presented to you!