



# National Exploring Leadership Conference Information Packet & Agenda



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## 2019 National Exploring Leadership Conference Agenda Overview

July 9<sup>th</sup> – 12<sup>th</sup>

Ohio University – Athens, Ohio

	Tuesday, July 9 <sup>th</sup>	Wednesday, July 10 <sup>th</sup>	Thursday, July 11 <sup>th</sup>			Friday, July 12 <sup>th</sup>		
7:30 AM		Breakfast (Nelson Court)	Breakfast (Nelson Court)			Breakfast (Nelson Court) *Check-out procedure		
9:00 AM		<b>Foundations of Exploring</b> <ul style="list-style-type: none"> <li>The State of the Program</li> <li>Phases of New Units - Rotation                             <ol style="list-style-type: none"> <li>Research</li> <li>Leadership</li> <li>Program</li> <li>Participation</li> </ol> </li> </ul>	<b>Top 4 Specialty Sessions Rotation</b>			<b>Planning Sessions Continued</b> <ul style="list-style-type: none"> <li>Council Team Breakouts</li> <li>Area/Region Breakouts</li> </ul> <p style="text-align: center;"><b>Closing Session</b></p> <ul style="list-style-type: none"> <li>Council Report-Outs</li> <li>Parting Comments</li> </ul> *Program concludes @ 11:30AM		
12:00 PM	<b>Arrivals</b>  NOTE: Conference participants are responsible for arranging transportation to/from campus.  *Reference 2019 NELC Guidebook pg. 8 "Traveling to Ohio University"	Lunch (Nelson Court)	Lunch (Nelson Court)			Box Lunches		
1:30 PM		<b>Youth Leader Panel Discussion</b>	<b>Leadership Development</b> <ul style="list-style-type: none"> <li>Leadership Experience</li> <li>Forming an Effective EOA</li> </ul>			<b>Departures</b>  NOTE: Conference participants are responsible for arranging transportation to/from campus.  *Reference 2019 NELC Guidebook pg. 8 "Traveling to John Glenn International (CMH)"  ~Suggested Departure Bus Time 12:20 PM~		
		<b>Adult Leader Panel Discussion</b>	<b>Innovative Council Programming Rotation</b>					
		Exploring Youth Breakout	Volunteer Breakout	BSA Professionals Breakout	Social Media		Servicing Units	Council Activities
		<b>Council Best Practice Idea Sharing</b>	<b>Introduction to Council Planning</b>					
5:30 PM	Dinner (Nelson Court) Free Time	Dinner (Nelson Court) Free Time	Reception (6PM-7PM)					
6:30 PM	Welcome Reception	<b>Dinner &amp; Awards Program 7:00 PM (Semi-Formal)</b> <ul style="list-style-type: none"> <li>Council Innovation Awards</li> <li>Youth Recognitions</li> <li>National Partner Recognition</li> </ul>						
7:30 PM	<b>Opening Program</b> <ul style="list-style-type: none"> <li>Ohio University Welcome</li> <li>Post Opening Ceremony</li> <li>Conference Review</li> <li>Special Guest</li> </ul>	<b>On-Campus Entertainment</b> Copperheads Baseball Game						
9:30 PM	Informal Networking	Informal Networking	Informal Networking					

## 2019 National Exploring Leadership Conference Detailed Agenda

Tuesday, July 9<sup>th</sup>

### 12:00 PM Arrivals/Registration Check-In

NOTE: Conference participants are responsible for arranging transportation to/from campus.

**\*Reference 2019 NELC Guidebook pg. 8 "Traveling to Ohio University"**

### 5:30 PM Dinner (Nelson Court)

Meal cards will be provided during registration for dining hall meals

### 6:30 PM Welcome Reception (Baker University Center)

Light hors d'oeuvres and drinks will be served

### 7:15 PM Opening Program (Baker University Center)

Ohio University Welcome

National Youth Representative

Fred Markham, LFL Board Chair

Post Opening Ceremony

Patrick Sterrett, National Director of Field Service

Exploring Video Presentation

Conference Review

Special Guest - Giovanni Livera

National Youth Representative

## 2019 National Exploring Leadership Conference Detailed Agenda

Wednesday, July 10<sup>th</sup>

7:30 AM	<b>Breakfast (Nelson Court)</b>	1:30 PM	<b>Youth Leader Panel Discussion</b>
9:00 AM	<p><b>National Exploring Program Update</b></p> <p>National volunteer and Exploring division leadership will update conference attendees on the state of Exploring and profile upcoming developments in our program.</p>		<p>National youth representatives from our specialty programs and outstanding Council Explorer leaders will share their thoughts on innovative programs to attract young people to the Exploring program.</p>
9:30 AM -	<p><b>Best Practice Idea Sharing on Starting New Units</b></p> <p>Participants will break into four discussion groups and rotate through sessions on the four phases of Exploring, led by successful Councils sharing varying approaches to growing membership.</p> <ol style="list-style-type: none"> <li>1. <b>Research</b> – Identifying interested youth (and potential Post sponsors) utilizing various tools and techniques to cultivate educators.</li> <li>2. <b>Leadership</b> – Gaining commitments from key organizational decision makers and identifying and training Advisors and Committee members.</li> <li>3. <b>Program</b> – Planning a hands-on youth led Post calendar, including an impactful first meeting.</li> <li>4. <b>Participation</b> – Promoting the crucial Open House structured to ask youth to join, and the importance of year-round recruiting.</li> </ol>	2:00 PM	<b>Adult Leader Panel Discussion</b>
			<p>Key adult volunteer and professional leaders will discuss the membership growth opportunity and explore the role of Exploring in supporting the character and career development.</p>
		2:30 PM	<b>Refreshment Break</b>
		2:45 PM	<b>Collaborative Breakout Discussions</b>
			<p>Participants will discuss key issues they face in leading Exploring in their Councils</p> <ul style="list-style-type: none"> <li>• Exploring Youth Breakout</li> <li>• Volunteers Breakout</li> <li>• BSA Professionals Breakout</li> </ul>
		4:00 PM	<b>Council Best Practice Idea Sharing</b>
			<p>Leaders from successful Councils of all sizes will present success stories in new Post creation, membership growth, program and fund raising.</p>
12:00 PM	<b>Lunchtime (Nelson Court)</b>	5:30 PM	<b>Dinner (Nelson Court)</b>
		7:30 PM	<b>On-Campus Entertainment</b>
			Copperheads Baseball Game

## 2019 National Exploring Leadership Conference Detailed Agenda

Thursday, July 11th

7:30 AM **Breakfast (Nelson Court)**

9:00 AM **Exploring Specialty Sessions**

Local Council experts will team with national staff members to share proven techniques in membership growth. Participants will rotate through the sessions where we will focus on Exploring's four most popular career fields that were selected by YOU, the conference participant:

- **Aviation**
- **Healthcare**
- **Law & Government (Military)**
- **Law Enforcement**

9:00 AM – 9:40 AM Specialty Session 1

9:45 AM – 10:25 AM Specialty Session 2

10:30 AM – 11:10 AM Specialty Session 3

11:15 AM – 11:55 AM Specialty Session 4

12:00 PM **Lunch (Nelson Court)**

1:30 PM **Exploring Leadership Development**

Two key programs to develop and enhance youth leadership in Exploring will be profiled.

- **Exploring Leadership Experience** – An all new self-study program under development for interested Explorers
- **Forming an Exploring Officers Association** – Many Councils are bringing back EOAs – we will explore what is working and current resources and what is available to you.

2:45 PM **Refreshment Break**

3:00 PM **Innovative Council Programming**

This portion of the conference will focus on innovative council programming, which will highlight the three topics listed below:

- 3:00-3:30 PM – Social Media Marketing  
Reaching Youth in Today's Market
- 3:35-4:05 PM – Servicing Posts  
Effective Servicing of Posts and Advisors
- 4:10-4:40 PM – Council Activities  
Impact on Membership and Fundraising

4:45 PM **Introduction to Council Planning**

"Key 3" teams will leave the conference with a planning template to design an Exploring growth plan for their Councils. We'll explain the approach and give teams a chance to discuss.

6:00 PM **Reception (Nelson Court)**

7:00 PM **Dinner & Recognition Program (Nelson Court)**

## 2019 National Exploring Leadership Conference Detailed Agenda

Friday, July 12<sup>th</sup>

7:30 AM **Breakfast (Nelson Court)**

9:00 AM **Planning Sessions Continued**

Council Team Breakouts

Area/Region Breakouts

### **Closing Session**

Council Report-Outs

Parting Comments

12:00 PM **Departures/Lunch**

Box Lunches will be provided in lieu of Nelson Court dining

NOTE: Conference participants are responsible for arranging transportation to/from campus.

**\*Reference 2019 NELC Guidebook pg. 8 "Traveling to John Glenn Columbus International Airport (CMH)"**

**~Suggested Departure Bus Time 12:20 PM~**

## SECTION 2 | INTRODUCTION

The National Exploring Leadership Conference will be held July 9-12, 2019, at Ohio University in Athens, Ohio. Professionals, volunteers, and Explorers are invited to attend.

Professionals and volunteers will benefit greatly by attending this conference, as it will help develop potential membership growth areas for career fields that are relevant to each council. Councils will be able to share best practices and develop solutions with other council, area, and regional leaders. We encourage all councils to take advantage of this great opportunity in order to create ways to generate innovative ideas for their yearly membership goals. It will also offer programmatic and networking opportunities that will benefit the council for years to come.

We also invite Explorers that are currently serving or being prospected to serve in a district or council leadership role, such as your Explorers Officers Association. This National Exploring Leadership conference will allow Exploring youth leaders to fine tune their leadership skills and work alongside council adult leadership to help grow and support Exploring. Please don't forget that two adult leaders must be present, and Youth Protection policies must be followed when traveling and attending the conference with any youth members.

While each council is welcome to send as many representatives as it wishes, we recommend at least one council professional and one volunteer attend the conference. In addition, consider any youth leaders that may assist the council with Exploring growth or Explorers Officers Association development.

The following council roles will be invited to the conference:

- Learning for Life & Exploring National Board
- National, regional and area Exploring Chairman
- Council Exploring Chairman
- Exploring Executives and professionals with Exploring responsibilities
- Exploring youth leaders currently serving in leadership roles or those being prospected for district or council leadership roles
- Any other volunteers or professionals that are interested in growing Exploring

The conference will begin with a welcome reception at 6:00pm on Tuesday, July 9th, and conclude Friday, July 12th at noon. Registration is \$375.00 per person plus travel expenses. Registration fees include housing, meals, and programmatic costs during the conference dates. Travel expenses are not included in the registration fees.

This guidebook provides complete information as it relates to the conference. Find this guidebook and other important conference information online at [Click here to REGISTER NOW](#) for the 2019 National Exploring Leadership Conference or go to <http://bit.ly/2019EXPLLeaderConference>

**Questions?** Please contact National Exploring Director, Carlos Coronado at (972) 762-4291, or by email [carlos.coronado@lflmail.org](mailto:carlos.coronado@lflmail.org)

## OHIO UNIVERSITY CAMPUS INFORMATION

NELC Headquarters & registration check-in  
Living Learning Center  
111 South Green Drive  
Athens, OH 45701

### Traveling to Ohio University

The closest major airport is John Glenn Columbus International Airport (CMH) in Columbus, OH. Driving distance from the airport to Ohio University is 75 miles and is an estimated 90-minute drive.

You may either rent a car at the airport or choose to make a roundtrip reservation through [www.ridegobus.com](http://www.ridegobus.com), or by calling 1-888-95-GOBUS (888-954-6287). **The reservation must be made no later than 5 days prior to your arrival.** "Ride Go Bus" is a local transportation company that is available for shuttle service to and from the university. Travel expenses are not included in the registration fees.

\*Note: Within the city of Athens, OH, please note that the only local car transportation service available is Lyft, and can be utilized at your own expense. Uber is currently not available in the area.

### Parking

Visitor parking permits will be provided upon check-in. The visitor permits are only valid within the following lots: 41, 55, 104, 125, 127, 128, & South Green Garage (dependent upon any lot construction or closures). A map detailing parking lot locations can be accessed at [www.ohio.edu/athens/parking](http://www.ohio.edu/athens/parking). Permits are not valid in metered or restricted spaces.

On day of check-in and check-out guests will be permitted to park in a designated lot close to the assigned residence hall to load/unload personal belongings and supplies. Signs will be located at the entrance/exit for the designated loading/unloading lots. Parking along curbs, in roadways, grass, or other non-parking areas is prohibited at all times.

Parking fines incurred during the event are the responsibility of the driver, not NELC or the national Exploring office.

### Accommodations

Participants will be housed in designated dorms on campus and assigned based on double occupancy. Although we are unable to guarantee assignments, a priority will be to designate based on council representatives being housed together. Each dorm room includes a micro-fridge, cable and ethernet connections (cable not provided), and air conditioning. Linen packets will be included (2 flat sheets, 1 blanket, 1 pillow, 1 pillow case, 1 body towel, 1 hand towel, and 1 wash cloth).

### Accommodations for People with Disabilities

Buildings on Ohio University's campus vary in degrees of accessibility to people with physical disabilities. All parking garages have accessible parking spaces. For more information, review Ohio University's [Campus Accessibility Map](#). If additional information is needed, please contact [carlos.coronado@lmail.org](mailto:carlos.coronado@lmail.org).

### Laundry Facilities

Laundry facilities are available to you in each of the designated residence halls at a low cost of \$2.00 per wash and \$1.50 per dry.

### Other Helpful Links

[Ohio University website](#)

[Ohio University's Student Code of Conduct](#)

[Tour and Activity Plan is NOT required](#)



## SECTION 3 | REGISTRATION, POLICIES AND SUPPORT SERVICES

### REGISTRATION

You may begin online registration at <http://bit.ly/2019EXPLLeaderConference> on November 1, 2019. Upon registering you will receive a confirmation email. The attendance capacity for the conference is dictated by availability of housing facilities at the conference venue. The attendance limit for each conference is usually achieved very quickly following the opening of the online registration period; therefore, registrants are strongly encouraged to register for the conference as soon as possible.

Registration for the conference is accepted on a first-come, first-served basis; registrations will not be accepted once conference capacity has been attained. The entire registration process must be completed online. This includes any changes that need to be made while online registration is open.

### Attendee Types and Registration Fees

Anyone attending the conference for any length of time in any capacity must check in at the conference headquarters upon arrival. Headquarters will be located at the Living Learning Center, 111 South Green Drive, Athens, OH 45701

*Professional & Volunteer* | \$375 | Defined as all registered Exploring adults who will be attending the conference. The fee includes participation in all conference events, lodging for three nights (Tues – Thurs nights) and 9 meals beginning with dinner on Tuesday and ending with a box lunch on Friday.

*Explorer* | \$375 | Conference participants who are registered as an Explorer in a post with a local council and are not yet 21 years old on the first official day of the conference (Tuesday, July 9, 2019). The fee includes participation in all conference events, lodging for three nights (Tues – Thurs night) and 9 meals beginning with dinner on Tuesday and ending with a box lunch on Friday. All adults, including Exploring participant ages 18-20 years old, must have completed Youth Protection training (YPT) for Exploring within 24 months of the first day of the conference (Tuesday).

*Guest* | \$375 per day | Defined as anyone who does not fit into any of the above categories. Guests must also register for the conference and complete Youth Protection training. The fee includes participation in all conference events, lodging for three nights (Tues – Thurs night) and 9 meals beginning with dinner on Tuesday and ending with a box lunch on Friday. Guests under the age of 18 must register and be accompanied by an adult. All guests must check in at registration.

**NOTE: Early arrivals prior to July 9<sup>th</sup> will be required to secure their own housing and meals. There will be no accommodation on campus prior to the evening of July 9<sup>th</sup>, or after the night of July 11<sup>th</sup>.**

### IMPORTANT DATES

**November 2, 2018** Online registration opens. Register at <http://bit.ly/2019EXPLLeaderConference>.

**June 7, 2019** All cancellations and requests for refunds must be submitted in an email to [carlos.coronado@lflmail.org](mailto:carlos.coronado@lflmail.org) no later than June 7, 2019. Refund requests will not be accepted after this date. No additional changes or updates to registration will be accepted after this date.

**June 18, 2019** Online registration and scheduling closes at 5:00 pm Central Standard Time. Participants will not be able to edit registration information after this date.

**July 5, 2019** Deadline to arrange shuttle bus travel to and from Ohio University from John Glenn Columbus International Airport (CMH). You may either rent a car at the airport or choose to make a roundtrip reservation through [www.ridegobus.com](http://www.ridegobus.com), or 1-888-95GOBUS (888-954-6287). **The reservation must be made no later than 5 days prior to our arrival.** “Ride Go Bus” is a local transportation company that is available for shuttle service to and from the university.

- July 16, 2019** Check-in at Living Learning Center, 111 South Green Drive, Athens, OH 45701, 8 am – 5pm EST.
- July 12, 2019** Check out. Those staying in the residence halls should check out with the resident advisor in your hall before noon. All participants are required to turn in meal cards and parking passes to conference headquarters at the Learning Living Center before departing the campus. Fees will apply to any cards or passes that are not returned during check-out.
- July 15, 2019** Conference evaluation survey link will be emailed to all participants. Your honest feedback is greatly appreciated. All participants will receive an email following the conference to a survey that will ask for honest feedback about this year's conference.

## CANCELLATION AND REFUND POLICY

It is understood that unforeseen events may prevent an individual from attending the conference; however, such situations must be balanced against contractual and financial obligations with the venue as well as administrative costs incurred by Learning for Life and Exploring. Therefore, **all cancellations and requests for refunds must be submitted in an email to [carlos.coronado@lflmail.org](mailto:carlos.coronado@lflmail.org) no later than June 7, 2019.** Refund requests will not be accepted after this date. If approved, a full refund less a \$50 administrative fee per registrant will be issued to the original payee in the form of a check. Refunds will not be credited to credit or debit cards.

## TRANSFER AND SUBSTITUTION POLICY

All changes must be made by logging in to the online registration before it closes at 5:00 pm Central Standard Time on June 18, 2019. No additional changes or updates to registration will be accepted after June 18, 2019. **Online registration and scheduling closes at 5:00 pm Central Standard Time.**

## CHECK-IN UPON ARRIVAL

All conference attendees must check-in upon arrival at Ohio University. This includes presenters and guests.

### Check-In Location and Hours

Living Learning Center  
Living Learning Center  
111 South Green Drive  
Athens, OH 45701

TUESDAY, JULY 9<sup>th</sup> | 12 pm – 5 pm

## POLICIES AND PROCEDURES

*Medical Forms* | **All advisors and Explorers must complete parts A and B only** of the Learning for Life medical form before receiving their conference packet during check-in at the start of the conference. **NOTE: This applies to all conference participants (professionals, volunteers and Explorers).** Advisors should review all medical forms before arriving at the conference and must keep all medical forms within reasonable reach during the conference and while traveling to and from the conference with their designated Explorer. **Medical forms must be submitted during check-in upon arrival for the conference. Check-in packets will not be distributed to a participant until the medical form is fully completed. If a medical form is incomplete, there will be a process of completion and a local medical clinic will be suggested for physical requirements.**

*Medicines* | Any advisor that is traveling with an Explorer should be informed of any prescription or over-the-counter medicines or supplements that is in the possession of their designated Explorers. All Explorer conference participants that may require medication will need to check-in their medication with the onsite medical provider. The medical provider will dispense and facilitate medications as specified. Medicines will not be administered by any of the advisors.

*Explorer Eligibility* | Explorers must be registered in a post in a local council before their registration for the conference will be accepted. All registrations will be verified by the national Exploring office. Explorers must be under the age of 21 on the first day of the conference (Tuesday). [Contact your local Exploring office](#) to obtain member ID numbers.

*Restroom and Shower Facilities* | It is the policy of the Exploring program that restrooms and showers should be divided by gender and age with 18 and older being separated from those under 18 years of age, UNLESS facilities have lockable doors. If the access to each stall is open to view from outside, the separation is unnecessary. If separate shower and bathroom facilities are not available, separate times for male and female use should be scheduled and posted.

*Sleeping Facilities* | Sleeping arrangements should be divided in the same manner as restrooms, by gender and by age. However, sleeping arrangements should also provide rooming assignments based on age groupings of 14-17, 18-20, and separate accommodations over 21 years of age. Please note that conference guests are not permitted to bunk beds without permission of Ohio University Conference Services. If beds are found bunked when guest check-out of the residence hall, the fee of \$53.00/bed will be charged to the guest and will be assessed to un-bunk the beds.

*Check-In* | Room assignments will be distributed during the onsite check-in process. If you are planning to arrive outside of the scheduled check-in times on Tuesday, housing will not be provided. In the event of a lost key or access card, Ohio University Conference Services will work directly with the guest to collect necessary fees (\$95.00/interior key and \$10.00/ for access cards). Please note that this is the responsibility of the conference participant.

*Conference Attire* | Conference participants are asked to wear casual business attire during conference hours. Specially for Thursday evening's award banquet the dress attire will be semi-formal. During off times please be sure to check local weather forecasts for the week for proper attire. Conference off hours dress may include casual shorts, t-shirts, etc.

## **PARTICIPANT EXPECTATIONS**

*Safety First Guidelines* | The purpose of Exploring's [Safety First Learning for Life Guidelines](#) is to prepare adult leaders to conduct safe activities in both the Exploring and Learning for Life curriculum-based programs. These guidelines have been established to protect participants from potential hazards. Limitations on certain activities are best described as stepping-stones toward safe and enjoyable experiences. Adult leaders should be aware of federal, state, or local government regulations that supersede Learning for Life guidelines. All health and safety issues contained within this publication is based on qualified supervision and discipline. Advisors are expected to adhere to these guidelines for the duration of the conference.

*Professional & Volunteer Code of Conduct* | Professionals and volunteers are expected to adhere to Exploring's and [Ohio University's policies](#). This includes but is not limited to the use of alcohol and drugs. Conference participants may not consume alcohol in the presence of Explorers or bring it on the university's campus. Anyone who shows disregard for Exploring's policies, the university's policies or a reasonable expectation of a good role model will be asked to leave the conference immediately at their own expense.

*Explorer Code of Conduct* | Advisors should review the Explorer Code of Conduct with all Explorers attending the conference prior to arrival. All participants are expected to adhere to the following code of conduct and act in accordance with the ideals of the Exploring program. All participants are expected to demonstrate courtesy and respect to their classmates, conference staff, and instructors.

1. Explorers are expected to act and dress in a manner that will reflect positively on the Exploring program while conveying a favorable impression to the hosting university, conference staff, and visitors.
2. Explorers are expected to attend all sessions for which they are registered and actively participate in all events.
3. Explorers will demonstrate integrity, good sportsmanship and honesty for the duration of the conference.
4. Explorers will observe lights out and quiet time during the hours of 11:00 pm - 6 am and be in their rooms as instructed unless otherwise directed by the advisors. Male Explorers are not allowed in the rooms of female Explorers at any time, and vice versa. Violation of this rule will result in immediate dismissal from the conference at the expense of the Explorer.
5. Explorers are responsible for ensuring the housing facilities are maintained in a clean and orderly manner.
6. Explorers are responsible for securing their personal possessions. The national Exploring office, hosting university and advisors are not responsible for lost or stolen items.
7. Explorers are expected to adhere to all local ordinances, rules and regulations and to be exemplary guests of the host city and university.
8. Explorers are not allowed off the premises unless attending a function coordinated by their advisors. In this case, Explorers must be accompanied by their advisors.
9. Explorers are not allowed to use any tobacco products, alcohol or illegal drugs. Violation of this rule will result in immediate dismissal from the conference at the expense of the Explorer.
10. Explorers are expected to abide by [Ohio University's Miscellaneous Conduct Regulations](#).

*Youth Protection Training* | All adults, including Exploring participant ages 18-20 years old, must have completed Youth Protection Training (YPT) for Exploring within 24 months of the first day of the conference (Tuesday).

*Two-Deep Leadership* | Advisors who have Explorers in attendance are expected to maintain two-deep leadership as outlined in the [Safety First Guidelines](#) for the duration of the conference. Advisors are also expected to enforce the buddy system for Explorers as outlined in the [Safety First Guidelines](#).

**NOTE: Two-deep leadership applies to telecommunications and social media as well. If you are texting your Explorers always include another advisor in the text message or consider using a communication app like Slack ([www.slack.com](http://www.slack.com)).**

*Adhering to Ohio University's Code of Conduct* | All participants are expected to demonstrate courtesy and respect toward fellow attendees and university representatives. Furthermore, as guests on campus advisors are expected to abide by [Ohio University's Code of Conduct](#) and hold Explorers accountable for the same.

*Curfew* | Advisors are expected to enforce the Explorer curfew of midnight every night of the conference. 11:00 pm to 8:00 am is considered quiet time as a courtesy to all participants.

*Weapons* | The laws of the state of Ohio prohibit anyone from possessing a firearm on campus unless they are a sworn law enforcement officer and have jurisdiction within the state and on campus. Law enforcement officers from outside of Ohio are responsible for determining if any reciprocity arrangement exists for the carrying of firearms between their home state and Ohio. Law enforcement officers authorized to have a weapon with them should consult the Ohio University Police Department regarding securing storage of firearms during the conference. Please contact Carlos Coronado, 972-762-4291, to inform him of your right to carry a firearm.

## **NELC STAFF, PROFESSIONAL, & VOLUNTEER EXPECTATIONS**

1. Register online. <http://bit.ly/2019EXPLLeaderConference>
2. Check in at NELC Headquarters to collect your registration packets. Each person must check in on their own. Individuals will not be allowed to check in on behalf of others.
3. Adhere to Ohio University and Exploring program policies regarding youth protection and use of alcohol and tobacco.
4. Check out at NELC Headquarters to return your meal cards and/or parking pass prior to your departure.

## SUPPORT SERVICES

### NELC Headquarters | Living Learning Center

Conference headquarters is the primary location for all conference information and inquiries, including security concerns and public affairs. Access to services such as laptops, copier/printer, housing, check-in, and registration packet pick-up will be available.

Hours of operation:

- Tuesday, 12 pm – 5 pm
- Wednesday - Thursday, 8 am – 5 pm
- Friday, 8 am – 1 pm

### First Aid and Health Services | Tanaka Hall 121 S. Green Drive, Athens, OH 45701

All medical emergencies must be reported to First Aid and Health Services. Although adult leaders have the primary responsibility for Explorers assigned to their care, a senior resident advisor from each residence hall, along with other residence hall staff, will help to provide a secure and safe environment for all conference participants. There will be individuals prepared to provide assistance to all conference participants throughout the week. Explorers and adult leaders are expected to cooperate with Ohio University staff and adhere to all residence hall health, safety, and security regulations.

### Emergency Contacts During Conference

The following emergency telephone numbers are provided for conference participants and their family members. The following numbers should be used only for emergency or critical incident purposes. The telephone numbers for the conference health and safety office and the security office will be provided to participants at on-site registration.

Ohio University Police Department: 740.593.1911

Medical Emergencies: 911

National Exploring Staff Advisors to NELC: Carlos Coronado, 972-762-4291 (cell) or Tim Anderson, 972-310-1513

## SECTION 4 | SUGGESTED PACKING LIST

Suggested items for conference participants to bring to the conference:

- Driver's license or ID cards with photo
- Health insurance cards
- Personal medications
- Bed linens and towels will be provided. You will need to bring your own personal hygiene products (shampoo, soap, deodorant, toothbrush, toothpaste, hair care products, etc.).
- Hangers for dorm closets (hangers are not provided)
- Laundry facilities are available. You will need to bring or purchase laundry detergent.
- Shower shoes (i.e., flip-flops)
- Swimwear
- Casual/walking shoes
- Cameras for recreational use
- Money for any extra-curricular activities outside of the conference

