

GUIDELINES FOR HOSTING A WORKSHOP/CONFERENCE

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DRE for the Greek Orthodox Diocese of Pittsburgh – revised 1/2002

*Having been involved with planning, participating, and presenting workshops and conferences on local, regional and diocesan levels, I have developed a set of guidelines for those wishing to invite me to speak. Regardless of the event, **advance planning is required.** Once the date and topic are determined, the work begins.*

- ✓ *Publicity – flyers, mailings, bulletin inserts, & phone calls to make sure that the event is placed on parish and participants' calendars.*
- ✓ *Encouraging staff members & others interested in the religious education to attend.*
- ✓ *Announcements from the pulpit.*
- ✓ *Follow-up with invited parishes and within the parish two weeks & one week prior to the event.*
- ✓ *Arrangements for registration, food, and room set up.*
- ✓ *Most of all, it works best when various people are involved doing specific tasks.*

Step One

The host parish contacts me with possible dates and topics of interest. Usually there is a theme selected for the Diocesan Workshops, but I like to do a session addressing the host parish's desires. Suggested topics are available upon requested. I can be reached at:

- 2507 Nedra Avenue Akron, OH 44305-3929
- 330-733-5391
- E-mail: pmonest@neo.rr.com

Publicity

- If desired I can develop the flyer and submit it to the host parish for approval.
- For Diocesan Workshops I mail the flyers to the clergy and directors of the Pittsburgh Diocese, and to the sister Orthodox parishes if the host parish provides the list.
- A host parish outside the Pittsburgh Diocese is responsible to mail the flyers and provide me with a list of the invited parishes.

Expenses

- The fee for a weekend is \$250 (\$150 for the Pittsburgh Diocese) and is negotiable for smaller parishes or specific situations.
- Travel expenses: \$.345 per mile (includes gasoline, tolls, meals en route, etc.) or airfare.
- The host parish arranges overnight accommodations either at a motel or at the home of a parishioner.
- If I am preparing packets for the participants, I ask that a flat fee – usually \$5.00 – be included in the registration fee. The registration fee is determined by the host parish to cover expenses.
- The host parish collects all fees the day of the workshop. Before I leave I will submit an itemized statement. The host parish can then mail me a check.

What does the Host Parish do?

1. Make the initial arrangements, including accommodations for overnight stay.
2. Provide facilities for the workshop that will accommodate the participants and the display.
3. Provide the directions/map to the parish to be included on the flyer.
4. If the host parish is not in the Pittsburgh Diocese, mail the flyers.
5. Make follow-up phone calls to the invited parishes two weeks and one week before the workshop.
6. Provide me with a "final count" the Monday before the workshop.
7. Have the room arranged as planned.
8. Provide help to unload the car on Friday and reload it on Saturday, and a cart, if possible, to transport the boxes. I need help with the boxes.
9. Provide 2 staff members to oversee the registration table the day of the workshop.
10. Provide light refreshments during Registration (coffee, tea, juice, rolls or bagels).

11. Provide a light lunch for the participants. Keep it simple so that no one misses out on the workshop. Examples: pizza and salad; deli tray, potato salad and chips; pasta and salad.

What will I do?

- Assist with the publicity as noted on page 1.
- Set up and tear down the display.
- If it has been arranged, provide packets, nametags, pens, & paper for the day.
- Meet with the host staff on Friday evening, if desired.
- Make 2 presentations on the day of the workshop.
- On Sunday visit classes, offer a homily, or talk with parents after Liturgy, if desired.

Schedule for the Weekend

Friday: I try to arrive in the early afternoon to set up my display. (If the drive is over five hours, I may come in on Thursday.) This takes about 2 hours if the tables are arranged and covered.

Saturday: I arrive 30-45 minutes before Registration. When the workshop is over (i.e. once the majority of participants leave) I need about 1 hour to pack up the display. Since the books are boxed in a specific fashion, there is little for anyone else to do except help load the car.

Sunday: Visit classes, offer a homily, or talk with parents after Liturgy, if desired. I have Metropolitan Maximos' blessing to offer a homily in Church within the Pittsburgh Diocese. Depending on the driving time, I usually leave after Liturgy and lunch or Monday morning.

Room Layout

The amount of materials I bring determines the number of tables needed. This will be discussed when the arrangements are made.

I suggest the room be set up so that the display tables (XXX) are in a U-shape behind me. This way I can make reference to them as needed.

I will need a small table (TTT) to set out reference books, a podium, and microphone.

I like the tables/seating for the participants (PPP) to be closely in front of me.

If the parish has a TV and VCR, please make it available for previewing videos from the display during registration and break times. Position it near the display tables.

Provide a tape recorder to preview the audiocassette tapes.

Other items as agreed up during planning.

