

2019 NASFAA Annual Conference Mentor Task Force Final Report

August 15, 2019

The Conference Mentor Task Force was formed by NASFAA staff along with the Task Force chair and commission director. Task Force members were selected taking into consideration institution type, region, gender and ethnicity attained from responses to the volunteer form posted on the NASFAA website. All Conference Mentor Task Force members served as mentors.

The Task Force held conference calls on the following dates:

December 27, 2018- Dareth and Aaron

January 16, 2019- Dareth, Aaron, Mandy, Sarah

February 13, 2019- Dareth, Aaron, Mandy, Sarah

April 5, 2019- Dareth, Aaron, Mandy, Sarah, Lori

April 24, 2019

May 8, 2019

May 22, 2019

June 5, 2019

June 10, 2019- Mentors call

June 19, 2019

The calls were held every other Wednesday beginning on April 24th at 4pm EST. Conference Task Force planned the agenda for the Kick-off event, discussed the Tuesday excursion options and other activities for the 2019 NASFAA Annual Conference in Orlando, Florida.

Communication

Information to sign up for a mentor was included in the conference registration questions. Additionally, The First Timers landing page was available with activities and room information. Conference mentors were able to volunteer via conference registration and form posted to *Today's News*. First time attendees that wanted a mentor had until May 27, 2019 to sign up.

Mentor/Mentee Match

There was a total of 22 conference mentors. NASFAA provided a list of mentors along with those first-time attendees that requested a mentor. Theresa Lowder matched the mentors and mentees based on region, school type, administrative software among other factors. Each mentor has two to three mentees and was provided an introductory email template to send. Mentors were instructed to reach out to mentees by June 13, 2019 with a follow email to be sent by 6/20.

Kick-Off Networking Event

The kick-off event was held on Monday, June 24th from 2-3:30pm in Southern Hemisphere IV/V of the Walt Disney World Dolphin Resort. Approximately 150 people attended the event. Light refreshments were served which included popcorn w/ assorted candy and Fuji water. The agenda for the event was as follows:

1. Welcome to Kick-Off Event for First Time Attendees – Dareth Wallace (2 minutes)
2. Welcome to Kick-Off Event and Conference – Lori Vedder and Justin Draeger (5 minutes)
3. Ice-Breaker Event – Human Bingo- Mendy Schmerer (25 minutes)
4. *Do you know how to conference?* (20 Minutes)
 - o Presentation by Scott Cline, Helen Faith and Nicholas Prewett
5. Ice-Breaker Prizes – Mendy Schmerer (10 minutes)
6. Introduction of Mentors – Dareth Wallace (15 minutes) – each mentor will be introduced
 - o Time to meet with mentee and discuss the rest of the conference
7. Wrap-up – Dareth Wallace (5 minutes)

At the end of the event, First-time attendees and mentors who signed up for the Tuesday excursions met to finalize arrangements for the next day.

Recommendation:

- It would be ideal if this event was not scheduled at the same time as the pre-conference events.

Tuesday Excursions

Two excursions were planned for Tuesday afternoon for first-time attendees or mentors that may have come to conference alone. Two separate groups went to Epcot and Disney Springs. NASFAA Staff created a SignUp Genius to gather RSVPs for each location. NASFAA did not cover the cost of this event and informed attendees that all costs associated would be their responsibility. Approximately 15 people attended the Disney Springs excursion and approximately 8 people attended the Epcot excursion.

Recommendations:

- These were very well received but it was hard to get participation. Itineraries should be planned in the future so those who are interested can see what the groups will be doing.
- Securing sponsorship for these excursions would also be helpful. Perhaps an unwine'd hour or dessert bar at a restaurant nearby the conference location.

Conference Survey Results

First-Time attendees completed a conference survey on the mentor program and activities offered at the 2019 NASFAA Annual Conference for first time attendees. A summary of the results is below:

- Out of 72 respondents, 33% attended the Kick-off networking event, 17% requested a mentor and 8% attended a Tuesday excursion
- Out of 24 respondents, 46% indicated the Kick-off event was an essential to interact with their mentor and/or other first-time attendees, and would recommend it to all first-time attendees
- Out of 80 respondents, 84% indicated NASFAA effectively informed first-time attendees about the Conference Mentor Program and generated excitement or interest

- Out of 73 respondents, 86% indicated the conference events help foster a sense of community among the first-time attendees
- Out of 71 respondents, 85% indicated the conference activities and promotions help you, as a first-time attendee, have a positive experience at NASFAA's conference

Conference App Results

The conference app had 82 submitted ratings for content, speakers and overall experience. The ratings are as follows:

Content	Speakers	Overall
• Five: 16 • Four: 9 • Three: 1	• Five: 22 • Four: 3 • Three: 1	• Five: 24 • Four: 3 • Three: 2 • Two: 1

Participant comments:

Appropriate for first time conference attendees (any conference). Not sure useful for those who have attended even one co Terence (as far as basic info) but it was a great place to meet new people and make connections.
Informative and made me feel more relaxed for my first conference
How to introduce your6to new people outside of your comfort zone.
This was enjoyable and helped break the ice to the conference and meeting new people.
Nothing new but it was very fun!
Entertaining and made me feel more at ease meeting new people at this conference.
Very engaging!!!
Well put together and fun atmosphere
This was a great way to really break the ice and get to know some of the other attendees.
Best new comers secession I've ever attended.
Very entertaining and knowledgeable.
They were all fun and engaging
The speakers were great at their demonstrations and really getting the audience to engage with one another.
They were all engaging and helpful.
Nice and exciting icebreakers and were great speakers I, very entertaining
Each speaker really made me feel very welcomed.

Taskforce Suggestions/Feedback

- Make sure questionnaires for Mentors and Mentees include region, school type and administrative software

- The presentation on 'How to conference' was a great addition and was well received during the session. Similar content would be great to incorporate next year
- Interactive Ice Breakers are great and help foster conversation among attendees
- Continue to have swag and prizes available for attendees at entry and for raffle prizes
- Create repository of emails/communications for future Taskforce members to use

Submitted by

Dareth C. Wallace

2019 Conference Mentor Taskforce Chair