



# Conference by the Sea

## ATTENDANCE CRITERIA & CODE of CONDUCT

Every effort has been made by the MSCCA to ensure that the Conference by the Sea event provides access to the highest quality training for all participants in a setting that is both educational and entertaining. However, there have been issues which detract from the learning enjoyment and professional caliber of this conference. In an effort to maintain a professional training environment for attendees, we ask that you share this general outline of Conference Criteria and Conduct with all staff members planning to attend this year's MSDE/OCC Approved Conference by the Sea training event.

1. All Conference participants attending receptions **MUST HAVE VALID ID** present (to prove the age of 21) before being served an alcoholic beverage.
2. Upon your arrival, all paid attendees will receive an envelope when registering at the Conference Registration Desk. There are several important items in that envelope:
  - a. **Name Badge:**
    - \*You must have your name badge on at all times. If you do not have your name badge, you will be asked to retrieve it in order to participate in the conference including any meals, events or classes. If you lose your badge, we will need to verify your registration and your badge will be handwritten.
    - \* These badges will be reviewed by facilitators as you enter and during the session. **NO ON-SITE CLASS-SWITCHING IS PERMITTED.**
    - \*The lunch will be a boxed lunch choice and you will need to indicate your choice when registering. Your badge will indicate your lunch choice.
    - \* Our final meal head count for all buffet events is submitted to the Clarion 14 days before the conference. Your badge will reflect ALL MEALS if you indicated all meals on your registration form. If you do NOT have the correct information on your badge, please check with the registration desk; however, if you did **NOT** register for a particular meal, additional meals will NOT be available. If you did not select ALL MEALS, a meal ticket for each meal will be in registration envelope.
  - b. **Assessments and Conference Attendance Certificate:**
    - \*MSCCA requires assessments for each class in order to obtain Core of Knowledge Training approval for the Conference. A one-page assessment will be distributed in each class and will be collected near the end of each session. In order to receive a completion sticker and credit for each class, you will be required to:
      - Step 1. Complete the assessment in **full** and hand to the assessment facilitator (they will check the name on the assessment sheet and your badge name for verification. The assessment **MUST** be completed. Incomplete assessments will be returned and no class sticker awarded until completion.
      - Step 2. You will receive your class sticker from the credit facilitator after Step 1 is completed.
    - The certificate is your **ONLY** proof of attendance. This document is proof of Continuing Education and your Credentialing/Core of Knowledge hours. On the certificate is a space for each session sticker to be awarded at the completion of the class. It is imperative that each participant take responsibility for their certificate. **MSCCA will NOT replace the certificate or the attendance class stickers.** Please be patient and wait to receive your attendance sticker from a designated facilitator after each class you attend. Be accountable and aware of your document at all times.
  - c. **Code of Conduct:**
    - \*You will have the Code of Conduct in each registration envelope. The Code of Conduct will be posted with the registration materials and all Directors of programs attending are encouraged to share it with all staff attending the Conference. Should there be any questions, the MSCCA Professional Development Committee or Conference Facilitators will be available to review expectations with Conference participants.

3. The Conference by the Sea classes and events are for PAID ATTENDEES ONLY; this includes the Friday break, Friday Opening Reception, both breakfast buffets and the Saturday evening dinner. Anyone that is seen eating in the ballroom area without proper Conference Badge ID for that event will be asked to leave and the identified conference attendee will be required to reimburse the MSCCA for that meal. Space is limited for attendees seeking training and attendees participating in a professional training Conference event only. No children, families, spouses or significant others are permitted to participate in the Conference training, meals or raffles.
4. Although some centers may want to be seated together throughout the conference, we have to ask that you, your co-workers and friends DO NOT save seats for anyone in sessions/classes during events or during breakfast, lunch or dinner. This Conference is traditionally sold out, so we need everyone to be mindful of space in the classrooms and in the ballroom and lobby areas. Please DO NOT put bags on seats, prop seats up against the table, or put items on the table to save seats. Welcome your colleagues and get to know new friends!
5. Any buffet (beverage or food) items served may NOT be taken out of the Ballroom area at any time. Boxed lunches may be taken to rooms or outside. Meals are for paid participants **ONLY**.
6. **ALL** sessions and classes will be **CLOSED** 15 minutes after the actual start time. No one will be admitted for credit training hours if they arrive more than 15 minutes after a session begins. **This is a recommendation from MSDE/OCC. THERE WILL BE NO EXCEPTIONS.**
7. Sunglasses may not be worn at any time during sessions/classes.
8. Cell phones must be turned **OFF OR ON VIBRATE** during classes/sessions. If you receive an emergency or professional call, please advise the facilitator that you plan to return and step out of the room. Please do not answer your phone in the class. This is a distraction to all those around you.
9. **Texting and/or game playing during session/class time are strictly prohibited.** Individuals seen using their phones will be asked to leave the class immediately and no credit will be awarded. Tablets and laptops may be used for note taking only.
10. Conversations that are not part of the program are annoying, disrespectful and disruptive to other attendees and very rude to the speaker. Please do not engage in irrelevant social dialogue during class time. Participants engaging in this behavior will be asked to leave the session/class without credit awarded. Disrespectful and disruptive behavior will not be tolerated, including closing your eyes / sleeping during a session. You may be asked to leave without credit awarded.
11. Please remember, should you experience a wait time during the conference weekend, that your patience and courtesy is just as important to the success of this event as the quality of the training you receive!
12. We do not want to jeopardize the MSDE/OCC approval of this conference by failure to comply with Credentialing Standards and the Code of Conduct required by MSDE. We hope that you enjoy the conference as much as we enjoy preparing for the event and want to ensure we keep our promise to put on an exceptional Conference by the Sea each year.

***Your cooperation in encouraging awareness and compliance is greatly appreciated!***