

## **LWVIN REGIONAL WORKSHOPS (2) PLANNING SHEET**

**Theme?** (Will we have a single emphasis?)

**Audience?** (all LWV members; these used to be called "every member" workshops; usually 30-35 persons attend each)

**Sites?**

**Registration?** (method, information, tracking; lately, this has been accomplished easily via the website)

**Cost to participants (and how and when paid)?** (usually \$25 or \$30, paid at the door)

**Hours?** (perhaps breakfast snack ready at 9:30; meeting 10am to 2 or 2:30pm)

**Food?** (generally breakfast refreshments, full lunch, continuous coffee, tea, and water)

**Local speakers?** (often an early welcome from the mayor or another local official)

**Keynote speakers?** (may be the same at both - as Victor Smith on education concerns in 2011 - or a different person for each)

**Break-out sessions?** (usually 2 or 3 choices)

**General?** Information packets, name badges, other supplies, etc.

Notes:

The local LWV often has provided 2 persons to attend the registration table and sometimes has helped with site negotiations, food arrangements, and/or the local welcome.

At the very least, the local League president should be directly consulted before a meeting is planned there.

Payments - Since LWVIN possesses no credit card, unless a deposit is required, all expenses are paid on site with a check. This includes mileage expenses for speakers. We invite speakers to take lunch with us if possible.

Space considerations - At the site, there needs to be a room with good AV access or support in which the entire group can meet. One or two other spaces for break-out groups (to be populated for about an hour at a time by half or a third of the participants) are needed for portions of the day, and, of course, space is needed for serving and eating food.

SAMPLE SCHEDULES

**LEAGUE OF WOMEN VOTERS ®  
OF INDIANA**

**League of Women Voters of Indiana  
Fall Regional Workshops 2013  
11:00 a.m. — 3:00 p.m. EDT**

October 12, 2013  
Jeffersonville Township Public Library  
Clarksville

October 19, 2013  
Morton Community Center  
West Lafayette

**SCHEDULE**

- 10:30 a.m. Registration, Set up and view displays.
- 11:00 a.m. Welcome, Announcements
- 11:10 a.m. Christa Coffee, Clerk, Tippecanoe County (West Lafayette)  
Barbara Bratcher, Clerk, Clark County (Clarksville) Christina  
(Christy) Eurton, Clerk, Floyd County (Clarksville) "Changes  
to the VRG-7 Voter Registration form for 2014"
- 11:45 p.m. Lunch
- 12:15 p.m. Prof. Kelsey Kaufmann, DePauw University  
"Indiana Local Redistricting: A Failed Mandate"
- 1:00 p.m. Karen Kay Leonard, Indianapolis LWV  
"Rethinking Redistricting: Drawing a line for Democracy"
- 1:45 p.m. David Orentlicher, IU Law School & former State Representative  
"Partisan Conflict, Polarization, and Gerrymandering"
- 2:30 p.m. Round table Networking
- 3:00 p.m. Final Comments, Evaluations and Good-byes!



**League of Women Voters of Indiana  
Fall Regional Workshops 2011  
10:00 a.m. – 2:00 p.m.**

August 20, 2011  
Ivy Tech, Logansport

September 10, 2010  
Ivy Tech, Bloomington

**SCHEDULE**

9:30 A.M. Registration, Continental Breakfast, Set up and view displays

10:00 A.M. Welcome, Introductions, Announcements

10:30 A.M. Keynote Speaker – Dr. Victor Smith

11:30 A.M. Break-out sessions, Round I

1. Leagues Entering the Social Media Scene (Twitter, Facebook)
2. Membership and Leadership – How can we engage members without wearing them out?
3. Setting Local Policies for Debate or Forum Candidate Participation

12:15 P.M. Lunch

12:45 P.M. Break-out sessions, Round II  
(same as above)

1:30 P.M. Final Comments, Evaluations, Collect Name badges

2:00 P.M. (Official Dismissal) Visioning for LWVIN (*everyone invited*)

2:30 P.M. Good-bye