



DELTA GAMMA FRATERNITY

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Delta Gamma House Director Conference Bulletin of Information

Registration for the 2020 House Director Conference is now open!

Out of an abundance of caution and care for the health of our event attendees, Delta Gamma has decided to transition our 2020 House Director Conference scheduled for July 19 – 21, 2020 in Charlottesville, Virginia to a virtual format on the previously scheduled dates. Although we are saddened that we cannot gather in person, we are excited to see you virtually this summer.

Please review the information included in this bulletin to answer any questions you have about this event. If you need more information, please contact Arielle Siner, Events Specialist, at dgevents@deltagamma.org, or call Delta Gamma Executive Offices (EO) at (614) 481-8169.

Please register no later than **Tuesday, June 30, 2020.**

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1. Action Items

- This document contains registration information related to the House Director Conference (HDC). Participants should **read this entire document** before completing registration.
- **Complete online registration** by June 30, 2020. See 7. *Online Registration* for the link.
- An email will be sent to all attendees in early July giving more information about the virtual conference experience and additional event reminders.

2. Purpose: Delta Gamma House Director Conference

The purpose of the House Director Conference is to engage House Directors with training content that gives them confidence in their ability to fulfill their job responsibilities while feeling connected to the larger landscape of Delta Gamma. Additionally, the conference seeks to provide House Directors with an understanding of the expectations surrounding the role and with a network of peers from across the country.

3. Who: House Directors

All current Delta Gamma House Directors are required to attend per their employment agreement for the 2020-21 academic year.

4. Where: Wherever You Are!

This year's 2020 House Director Conference will be entirely online, with all training via Zoom.

5. When: Sunday, July 19 through Tuesday, July 21, 2020

The program will begin on Sunday, July 19 at 6:30 p.m. EDT and will conclude on Tuesday, July 21 at 5 p.m. EDT. All times are listed in Eastern Daylight Time. *Please adjust based on the time zone where you will be participating in this training.*

Please keep the following time reserved to participate in this conference. The official schedule will be sent via email along with final details in early July.

| | | |
|----------------|-------------------------------------|-----------------------------------|
| Sunday | Programming begins 6:30 p.m. EDT | Programming ends 8:30 p.m. EDT |
| Monday | Programming begins 12 p.m. EDT | Programming ends 7 p.m. EDT |
| Tuesday | Programming begins 12 p.m. EDT | Event concludes 5 p.m. EDT |

6. Conference Experience

There is no cost to participate in this event. Delta Gamma and your house corporation are covering the following costs:

Technology: All house directors are required to participate with a computer, web camera and microphone.

- You will be asked to confirm during registration that you will have access to these tools for your use at the conference.
- Zoom, a web-based, video-conferencing service, will be the platform used for this event. If you are unfamiliar with Zoom, [click here](#) to learn more about this system.
 - There will be a Zoom orientation on Sunday, July 19 at 6:30 p.m. Additional details will be sent in early July.
 - Please take a moment to [download Zoom](#) ahead of the conference.
- Should you need any assistance in acquiring these video-conferencing tools, or need help in downloading Zoom, please contact dgevents@deltagamma.org.
- Dedicated internet access is key to your participation in this conference. It also would be preferable for you to use a desktop computer or laptop device, rather than a handheld mobile device.

Networking: Several optional networking opportunities will be held prior to and during the conference. All times below are listed in Eastern Daylight Time. Please be mindful of the time zone where you will be participating.

- Tuesday, July 14, 2020, 4-4:30 p.m. EDT – Intro to Zoom & Networking Opportunity
- Sunday, July 19, 8-8:30 p.m. EDT – Virtual House Tours
- Monday, July 20, 6:15-7 p.m. EDT – Regional Networking
- Tuesday, July 21, 12-12:30 p.m. EDT – Open Networking Opportunity

You can RSVP to these networking opportunities during registration.

Office Hours: Office hours will be available with Teresa Stahl and Paula Gaub, FHC Human Resources Business Partners, from Wednesday, July 22 to Friday, July 24, in the form of one-on-one consultation. This opportunity may be helpful to you if you feel like you will need more time outside of the conference to discuss anything further, ranging from Paylocity to COVID-19 Precautions, or to answer any individual questions that arise for you upon the completion of the Conference.

- To sign up for this opportunity, please sign up for this optional time [on this spreadsheet](#).
- This spreadsheet will remain open throughout the conference and will close at 5 p.m. EDT on Tuesday, July 21.

7. Online Registration – closes June 30, 2020

[Click here](#) for online registration.

8. FAQs

- **Will I need to be online for every session throughout the conference?** Yes, all house directors will be required to attend all sessions that are not marked “optional” to fulfill the training requirement. Please block your time according to the schedule above in *Section 5. When*.
- **I have never used Zoom before/attended a virtual conference/etc. What do I need to know?** All attendees will participate in a Zoom orientation ahead of official conference training on Sunday, July 19 at 6:30 p.m. EDT. If you have never used Zoom before, please plan to participate in the Intro to Zoom & Optional Networking on Tuesday, July 14 at 4 p.m. EDT. Zoom is a web-based, video-conferencing platform that will enable you to interact with other conference attendees and Delta Gamma Executive Offices Staff. All attendees will learn the ins-and-outs of how this platform will be used throughout training. Please note that all house directors are required to participate in this conference as a condition of their employment.
- **How do I know if my web camera and/or microphone work properly?** You can test your web camera [at this website](#), and your microphone [at this one](#). These results are for your awareness and do not need to be shared.

If your web camera and/or microphone is not working, or you do not have access to this technology, please email dgevents@deltagamma.org.

- **Will we have break times scheduled throughout the day?** Yes, there will be ample breaks offered throughout the conference. Break times are meant to be unprogrammed time for you to step away from your computer to rest and recharge.

- **Will we receive a program booklet?** You will be sent a virtual program booklet ahead of the conference via e-mail. You may choose to utilize the program book as a PDF on the computer or print it out for your use. Printing would be a personal expense.
- **What topics will be covered?** Attendees will receive functional training related to successfully fulfilling the role of a House Director. The conference will cover everything from Delta Gamma housing policies to managing a facility in light of COVID-19. Topics related to the Delta Gamma chapter experience and leveraging key relationships will also be included.
- **What if I have technical difficulties ahead of or during the conference?** Email dgevents@deltagamma.org to discuss any issues with technology.
- **If I made a mistake on the online registration form, how should I correct it?** Email dgevents@deltagamma.org to update your registration.