



42nd Annual IFLTA Conference 2010  
"Race to the Top with Languages"

November 4-6, 2010  
Crowne Plaza Hotel Indianapolis - Airport

## COMMON SENSE CONFERENCE TIPS

### 1. To convince administrators that it's important for you to attend IFLTA, be sure to:

- offer to bring back materials and ideas to share with colleagues
- ask for funding now
- show how your attendance will benefit students (better textbook selection decisions, fresh ideas, free materials, renewed energy)
- invite colleagues, students or even your whole department to company you
- be willing to share travel and lodging costs in order to save money
- present or preside in order to be included in the conference program. This way your district will be more likely to approve your request

### 2. To prepare for the conference:

- research our website beforehand and check it frequently for updates
- find a roommate to keep costs low
- plan your schedule ahead of time, but be prepared with alternate choices in case a presentation is full
- plan to arrive as early as you can to pick up registration materials and to get to events on time
- plan time to network with old friends from graduate school, former teachers or colleagues, and others. Find out whether they are planning to attend the conference and encourage them to come
- be sure to bring: self-stick address labels for use on exhibitor raffles, and order and mailing list forms
- wear business casual clothing that you can layer since the temperature in the rooms can vary and comfortable shoes

### 3. While at the conference:

- enjoy food and beverages sponsored by exhibitors. Be sure to thank our sponsors who provide support for this event
- don't take handouts from sessions you aren't attending since it may mean that those who attend the session may not have one
- turn off your cell phones in meetings, events, performances, workshops, and sessions
- fill out an evaluation form to let us know what you liked and how we can improve this event