

**International Conference  
Local Point of Contact  
2008**

The position of International Conference Point of Contact (POC) is not for the faint of heart! It takes organizational skills, persistence, patience, and a positive attitude. The reward? The knowledge that you played a vital role in God's plan to bring women to His conference giving them the opportunity to "go deeper" with Him. Priceless.

The role of POC can be made smoother when various aspects of the tasks are taken into consideration as you begin the journey to conference. Detailed here is a list of the primary steps with explanations. Depending on the structure of your PWOC, these tasks may differ somewhat. Discuss your specific role with your local PWOC President for clarification.

**The Details**

It is truly all in the details when it comes to POC work! You could be responsible for various aspects to include:

Registration	Budget
Request for funds/Purchase order	Room Assignments
Communication	Transportation
Nourishment (Snacks!)	Publicity
Wardrobe ☺	

Depending on the size of your group, the first order of business might be to form a team of women to assist you. Remember, trying to tackle all tasks on your own can become overwhelming and other women can be denied the opportunity to be involved. The POC is the leader but you are encouraged to share the task load and thus share the joy of serving!

**Registration**

You are responsible for being sure each woman is registered for the conference (outlined in other provided materials from your conference coordinator). At some local PWOC's, this is your primary task in this position.

**Financial Aspects:**

**Budget vs. Number of Attendees**

Guidance on how to use PWOC/Chapel money allocated for the conference is directed by your president and/or Chaplain Advisor. Many chapels are able to fund only a portion of the expense (i.e. lodging and food at chapel expense; registration and transportation at individual expense). From the guidelines given, you may work with the president to consider how many women will share a room and the mode of transportation to use.

## **Request for Funds / Purchase Orders**

Depending on how your installation manages funds, you will work with your treasurer, funds clerk or funds Chaplain to submit requests for funds and purchase orders. Even if the paperwork is handled by another person, you will still want to keep records and closely follow the time line to be sure that all paperwork is done in an orderly and timely manner. Expect to also be responsible for handling all billing and registration questions for your PWOC when you arrive at the conference site.

## **Top 3 Tasks for Success:**

### **Communication, Room Assignments, Transportation**

*(Note: the POC can take care of all communication while rooms and transportation coordination can be given to team members.)*

#### **1. Communication**

Getting information out in a timely and accurate manner is paramount. Communication on rooming assignments, transportation, what to wear and bring, departure times, updates, and even website information your women may want to look over is key to successful planning and helps to make the task of POC easier as women feel informed thus reducing the need to ask as many questions.

Modes of communication include group emails, information sheets, and group meetings. Meetings are a wonderful means of handing out hard copy info and offering a Q&A time. Limit the number of meetings, however, and make the one or two that you have productive and worthwhile.

Consider giving each attendee a packet containing items such as rooming assignment charts, transportation information (plans, maps, departure and return agenda), conference site information, the conference prayer calendar (provided by PWOCI on the website), a “what to bring” list, answers to FAQ’s, the PWOC website address, and any other information that would help them prepare for the journey.

*Note: Remember that not all women use a computer for communication. Ask your group if this is a good way to send out info and give options if it is not.*

#### **2. Room Assignments**

Once you know how many women will be in each room, you can ask your group how they wish to proceed. Most women will want to choose their roommates. You can also try to “fit” women together if you have enough information (i.e. likes to stay up late vs. early risers). Once the decisions are made, provide a rooming chart or list to each attendee to make it easier for them to connect once at conference.

*Note: provide list of room amenities or give website address to conference site.*

#### **3. Transportation**

You will work this along with your president and/or Chaplain Advisor. When the decision is made of the type of transportation you will be taking, give the info to your

team member and let them scope out further options (i.e. driving ---rentals vs. POV usage; flying --- group rates vs. individuals purchasing own tickets).

If everyone is making their own arrangements, consider giving out a chart showing individual plans so that women have the option of coordinating arrangements/ride shares/etc with one another.

If you are using a bus, consider what “fun” you want to plan for the bus ride (snacks, games, movies, etc.). You might want to ask someone to be your bus coordinator.

### **Additional Tasks for Success:**

#### **Nourishment, Wardrobe, Publicity**

##### **\* Nourishment**

Some groups like to bring along snacks to share at the conference or on the road or both! You might find that having a snack coordinator is helpful. ☺ If you *really* want to spoil your women, you can provide “survival bags” for the journey filled with practical items such as granola bars, crackers, gum, mints, a pad for taking notes, pen, etc.

##### **\* Wardrobe**

Groups often like to purchase matching shirts to wear at conference. Perhaps your group already has a PWOC shirt that you might want to ask women to bring and wear. Choose the day that you would like them to wear their shirts and get the word out to the group.

Check out conference information to see if there will be a special banquet on the agenda and, if so, if special attire is suggested (church dress, themed outfits, etc.). You can also get this info out to women in advance to assist them with packing.

Otherwise, dress tends to be comfortable and casual for the conference.

*Note: If you plan to order special shirts strongly consider allowing someone else to take over this task. Yet another way to allow others to be involved!*

##### **\* Publicity**

You want to get the word out to your PWOC about the conference *as soon as possible* (late spring or early summer)! Verbal and email announcements, newsletter, chapel bulletin, bulletin board info, etc. are all ways to inform women of the upcoming dates and raise the level of excitement. Be enthusiastic! Ask women that cannot go if they would pray about providing childcare for women who desire to go but who need assistance with their children. Consider asking women who have attended conferences in the past to give a brief testimony of their experience to encourage others to attend. Remember, this conference is for ALL women.

*Note: You can work with the publicity chair on your PWOC board if you have one. She can coordinate getting this info out in a timely manner.*