



Zonta International®

District 12

Advancing the Status of Women Worldwide

Attendee Training for Orlando
Convention June 2014

DISTRICT 12 LEADERSHIP TRAINING

OBJECTIVES

- Objective 1: To provide an overview of daily activities at the convention
- Objective 2: To provide responsibilities of delegates/alternates/clubs carrying proxies
- Objective 3: To provide opportunities to ask questions or discuss concerns about the convention



Purpose of Conventions

(Convention is the highest decision-making level of Zonta International)

- Present an informative, motivational & educational program
- Determine organizational policies
- Elect ZI Officers & Directors & members of the ZI Nominating Committee
- Report & review progress in achieving Zonta's mission & objects
- Vote on proposed amendments to ZI bylaws, on dues & fees, on resolutions, and international service projects
- Introduce the program & activities for the next two years

Registration

Registration: Do only once during convention – take email w/ bar code on it

- Thursday, June 26th Noon – 9:00pm
- Friday, June 27th 7:00am – 5:00pm
- Saturday, June 28th 7:00am – 4:00pm
- Sunday, June 29th 7:00am – 4:00pm
- Monday, June 30th 7:00am – 4:00pm
- Tuesday, July 1st 7:00am – noon

You will receive:

- The final program
- Tickets for events
- Badge with name and club name
- Other information & tourist information



Credentials – Delegates/Alternates/Proxies

Do Every Day:

- Thursday, June 26th Noon – 9:00pm
 - Friday, June 27th 7:00am – 10:00am
 - Saturday, June 28th 7:00am – 8:30am
 - Sunday, June 29th 6:30am – 7:30am
 - Monday, June 30th 7:00am – 7:30am
 - Tuesday, July 1st 7:00am – 7:30am
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- **You will receive:**
 - Delegate or alternate identification
 - Proxy identification
 - Confirmed voting credentials
 - Voting device



Thursday, June 26, 2014

See Schedule-At-A-Glance

(On D12 website, Leadership Training, Attendee Training)

- Marketplace (Zonta Store) setup starting at 8:00am
 - Denver II & Black Hills
 - Other clubs?
- Marketplace open noon – 6:30pm
 - Shop early as items get sold out quickly
- Lots of free time





Friday, June 27, 2014

See Schedule-At-A-Glance

- District 12 Group Picture - 9:25am
 - Room 9 in Grand Ballroom
 - See map of Marriott meeting locations on D12 Website, Leadership Training, Attendee Training
 - Be there at 9:15am – they don't wait on anyone
- District 12 Meeting – 9:30am – 10:00am
 - Chrystal Ballroom D
 - See map of Marriott meeting locations & Marriott Convention Halls on D12 Website, Leadership Training, Attendee Training
 - Opportunity to meet other Zontians from D12
 - Lynn McKenzie & Maria Jose Oestergaard will visit
- Optional to Wear D12 Cowgirl Outfit for these/all events today

Friday, June 27, 2014

See Schedule-At-A-Glance

- Open Forum 10:15am – 12:15pm
 - Be sure to attend
 - Informal meeting with ZI Board – lots of good information shared
 - Your chance to ask questions/comment – only delegates can speak in business sessions
- Delegate/Alternate Training 1:00pm – 2:00pm
 - Required for Delegates & Alternates
 - First timers also welcome to attend (actually anyone can attend)
- Opening Ceremony & Reception 2:30pm – 5:30pm
 - Wear your best cowgirl attire (as on our D12 pins) with orange bandanas
 - Or just wear an orange bandana – available at district meeting at convention
 - Parade of flags from 66 countries
- First Timers Meet & Greet 5:30pm – 6:30pm
 - Great way to meet other first time attendees!



Blazing Trails
for Zonta's Future

Saturday, June 28, 2014

See Schedule-At-A-Glance

- Rose 5K Fun Run/ Walk 6:00am
 - To raise \$20,000 for ZIF Rose Fund
 - Hawks Landing Golf Course
- Business Sessions 9:00am – noon
 - Delegates must attend
 - Formal parliamentary procedures used
- Lunch & Trade Show noon – 1:30pm
 - Service Recognition Award Finalists will have displays
- District Committee Chairs Meetings w/ ZI Chairs noon – 1:30pm
 - Foundation Ambassadors, Archivists/Historians, Advocacy, UN, Membership, PR AE, JMK, YWPA



Saturday, June 28, 2014

See Schedule-At-A-Glance

- Business Sessions 1:30pm – 5:30pm
 - Delegates must attend
- Meet the Candidates 5:30pm – 6:15pm
 - Everyone welcome to attend
 - Lines are long so choose wisely who you want to meet
- ZIF Reception (Individual Donor Reception) – by Invitation Only 7:00pm
 - See Donor Recognition at the Orlando Convention document on D12 website, Leadership Training, Attendee Training, for criteria to receive an invitation





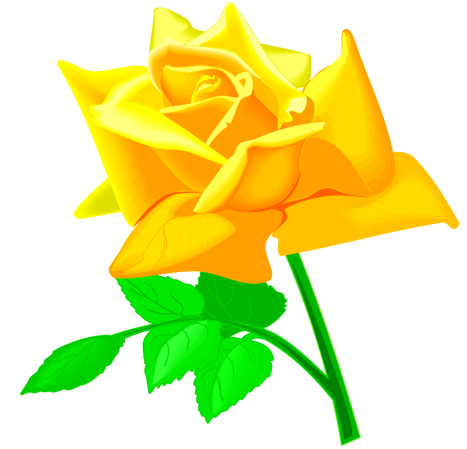
Sunday, June 29, 2014

See Schedule-At-A-Glance

- Elections 8:00am – 10:00am
 - Only delegates allowed in auditorium during voting
 - Other attendees have free time
- Business Session 10:30am – noon, 1:30pm – 5:30pm
 - Bylaws discussed & voted on
 - See Bylaws (2014-2016) Review document on D12 Website, Leadership Training
 - Bylaws Review Session for Delegates/Alternates June 10th & 12th 6:30pm Mtn time
 - Bylaws Blog for Q&A on ZI website – Member Resources, Convention, Convention Materials, 2014 ZI Proposals for Amendments to Bylaws
- Lunch & Trade Show noon - 1:30pm
 - Zonta Says No displays

Monday, June 29, 2014

See Schedule-At-A-Glance



- Memorial Service 8:00am – 9:00am
 - All Zontians welcome to attend
- Business Session 9:00am – noon
 - Delegates must attend
- Lunch & Trade Show noon - 1:30pm
 - Membership & Fundraising Successes
- President Giving 12:45pm - 1:15pm
 - Members can give gifts/cards to Lynn McKenzie & Maria Jose Oestergaard
 - ZIF donations are most commonly given

Monday, June 30, 2014

See Schedule-At-A-Glance

- Workshops 1:30pm – 3:00pm
 - Based on your selection on the registration form
- ZIF Reception for Clubs/Districts 3:15pm – 4:00pm
 - See Donor Recognition document on D12 website, Leadership Training, Attendee Training, for criteria to receive an invitation
- Workshops 4:00pm - 5:30pm
 - Based on your selection on the registration form



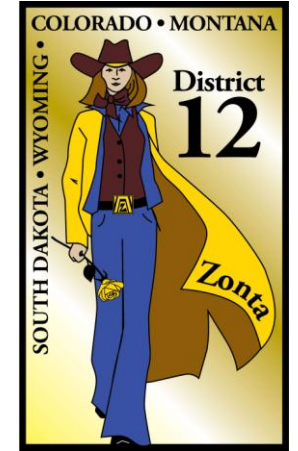
Tuesday, July 1, 2014

See Schedule-At-A-Glance

- Business Session 8:15am – noon
 - Delegates must attend
 - Goals for 2014-2016 Biennium
 - Proposed International Service Projects
- Free Time noon – 7:00pm
- Closing Banquet 7:00pm – Late
 - Dressy Attire
 - Cirque du Soleil
 - Reservations can be made for a table – go to banquet seating desk in hotel
 - Installation of 2014-2016 Governors & ZI Officers



Other Items



- Attendee List
 - Advise Terri Otley terri@otleycpa.net of updates
- D12 Pins & Lens Cloths
 - Andrea Hovey tcufrog@hotmail.com will bring them to Orlando.
- Business Cards
 - See D12 website, Members Only, Templates
 - Publisher Documents – may need help from someone in your club
 - Word Document - Modify yourself or send club logo, name, title, address, phone, & email address to Janet Bergin at janetbergin@gmail.com & she will make a template for you to take to a printer
 - Nice to put in with a lens cloth
- How to Dress
 - Cowgirl Outfit and/or orange bandana for Opening Ceremony & optionally all day 6/27
 - Business Casual for all business sessions – take sweater or jacket – layers is best
 - Dressy/Cocktail attire for closing banquet
- Golf Groups
 - Contact Sarah Lee at sarahleez@charter.net

Delegates/Alternates/Proxies

- Prior to Convention
 - Review convention materials
 - 2014 Club Mailing sent to club presidents on 3/25/14
 - On ZI Website in Member Resources, Tools
<http://www.zonta.org/ClubsLeadership/Tools.aspx>
 - Slate of Candidates
 - Proposed Bylaws Changes
 - Proposed 2014-2016 Biennial Goals
 - Proposed 2014-2016 Project Descriptions
 - Adopted 2014-2016 Budget
 - Confirmation emails of proxies sent to clubs carrying proxy – bring to convention!
- Credentials
 - See Orlando Delegates/Alternates/Proxies spreadsheet on D12 website, Leadership Training, Attendee Training
 - Delegates check in every day
 - Governors will be onsite June 26th through convention to assist with any issues. Call Sheila (c) 303-507-9325 if help is needed

Delegates/Alternates/Proxies

- Voting
 - One voting machine given to each delegate – don't lose it
 - 1 card to insert for each vote
 - Important matters should be discussed at club meetings, but convention is time to discuss & learn new information. Delegates get the final vote based upon what they learn at the convention
 - Clubs can advise the club carrying their proxy how they wish them to vote, but legally and technically, cannot tell the delegate how to vote
- Alternates
 - If the delegate becomes ill or has to leave for remainder of convention check in at credentials desk
- After the Convention
 - Provide a verbal report to your club and determine what the club you're carrying the proxy for wants

Conclusion

- The convention will be an educational & enjoyable experience
- You will meet Zontians from all over the world!
- You will get a better understanding of what Zonta is all about
- You will have tons of fun!
- Questions/ concerns not covered?

