

HOW-TO GUIDE

ANNUAL SESSION

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ASDA's Annual Session is an exciting event that brings together students from all 66 U.S. dental schools. Described by attendees as the "best week ever," Annual Session is ASDA's premier event of the year.

Attendees can expect to:

- Hear from guest speakers addressing hot topics in organized dentistry
- Connect with vendors at the Dental Expo and make valuable contacts
- Recognize achievements of ASDA chapters and members at the Gold Crown Awards ceremony
- Participate in business meetings of the House of Delegates
- Elect national leaders
- Celebrate the culmination of Annual Session at the President's Gala

The Council on Sessions has compiled this guide to help you prepare for this important meeting, learn how to make the most of your experience and bring valuable information back to your chapter.

Fundraising to Bring Students from Your Chapter

ASDA strives to organize meetings that are worthwhile, professional and filled with social and educational events. Staff works hard to keep registration fees affordable, but here are some tips to maximize the number of students who can attend from your school:

- 1. Calculate the cost of the meeting per person (including registration fees and travel expenses).**
 - **Register early.** Registration opens in early November. ASDA offers an 'early bird' registration discount before the end of the year which is an easy way to save your chapter money.
 - **Decide on a registration package.** There are two registration packages; find information about what is included in each package on the next page.
 - **Calculate travel.** Look online to determine what flights typically cost from your home city to the meeting. Make sure you include the cost of getting to and from the airport, and transportation to the hotel once you arrive.
- 2. Look for funding from others who are excited about organized dentistry, such as your dean or state dental society.**
 - Many chapters ask their dean to supplement the registration fee for students.
 - Oftentimes, local and state societies will sponsor students to the meeting.
 - Most chapters fundraise throughout the year to raise money for national meetings.
 - For ideas on fundraising, see the "Fundraising How-To Guide" on ASDA's website under "Chapter Resources" (ASDAnet.org).

Registration

Once you have the funds, it is time to register! Be sure to have every attendee's e-mail address, emergency contact name and phone number, dietary restrictions/allergies and roommate preferences for hotel package as this information is required to complete the registration process. The online registration system allows chapter officers to register all chapter attendees through the Chapter Portal. If you don't have your login, go to www.ASDAnet.org and click the 'Forgot My Login' link at the top to have it emailed to you.

Hotel vs. Local Package

ASDA recommends you stay in the designated hotel to be available for early morning and evening activities. There are two packages available:

1. Hotel Package

- Includes a shared double-bedded hotel room for four nights (arrive Wednesday, depart Sunday). Two hotel packages equals one shared room.
- Students are paired with another attendee of the same gender.
- Each student wishing to stay at the hotel must register for the hotel package.
- Enter the roommate preference during online registration.

2. Local Package

- This registration package does NOT include a hotel room.
- This package is for chapters located near the hotel.

Both packages include the following:

- Breakfast, lunch and breaks (Thursday-Saturday)
- Evening receptions (Welcome Reception and Gold Crown Awards reception)
- Dental Expo
- President's Gala with dinner and dancing

Travel Arrangements

ASDA provides the information you need to get to the meeting. For details on what airport to fly into, transportation to and from the hotel, or anything else you would like to know about the host city, visit ASDAnet.org/AnnualSession. For other questions, consider contacting the chapter closest to the meeting for local information.

ASDA recommends arrival and departure times to you make the most of the meeting. However, we understand sometimes there are travel restrictions and school commitments that may determine your travel times. Staying for the entire event is beneficial, so plan your trip accordingly.

Getting to the Hotel

ASDA staff researches transportation options from the airport to the hotel and provides estimated costs to help you make a decision on what is best. To save on cab fare, seek out other dental students arriving at the same time and split a ride. Not only will you meet new friends, you will save money! Shuttle services may offer discounts for groups traveling to the hotel together.

Mobile App

ASDA encourages all attendees to download the free mobile app for the full schedule, session descriptions, exhibitor listings, the option to create a custom schedule, connect with other attendees and to rate the sessions you attend.

Attending Sessions

There are a variety of sessions held at the meeting including:

- **General sessions** are for all attendees and include keynote speakers, presentations from the president and other leaders in the dental field, candidate speeches, and housekeeping announcements.
- **Breakout sessions** are offered several times throughout the meeting. Content is specialized and may be presented by a vendor, specialty association, alumni, outside speaker or other students.
- **District caucuses** are held to prepare for the election of new officers and discuss resolutions. Each joint caucus is made up of the chapters in specified districts.
- **House of Delegates** is where the business of the association is conducted. See section below for more details.

When attending the educational sessions:

- **Take notes.** You will hear many great ideas from speakers and other chapters. Compile your notes and share them with your chapter.
- **Split up for breakouts.** Because sessions occur simultaneously, it is important to split up your chapter so at least one person from your school attends each session. We recommend you take notes at these sessions so you can reconvene later and discuss what you learned.

House of Delegates

The House of Delegates is the business part of the meeting. These sessions are run by the speaker of the House and include voting on resolutions, candidate elections and other business. Two students from each chapter serve as voting delegates. The front section of the room is designated as the House; this is where delegates sit. Staff sit at tables at the entrances to the House called 'credentials desks.' Delegates check in at the credentials desks for each session and receive voting cards and ballots. If a delegate is unable to attend or if you want someone from your chapter to gain experience in the House, they may be admitted as an alternate delegate after being officially substituted in by staff at the credentials desk.

Delegates can only access the House with the credential card provided at registration. When in the House, your chapter position ceases as you are now a delegate. The House operates under parliamentary procedure. The speaker will provide an overview of parliamentary procedure during the first session and a brief 'how to' guide is provided for reference.

Executive Committee and Speaker of the House Campaigns

Every year at Annual Session, the Executive Committee (president and two vice presidents) and speaker of the House are elected.

The election process is as follows :

- All applicants submit a letter of intent, curriculum vitae (CV) and platform statement to the ASDA office prior to Annual Session. The candidates' information is published in the February issue of ASDA News as well as on the ASDA website.
- At Annual Session, candidates are given the opportunity to present a 5-7 minute speech to attendees during a House business meeting.
- District caucuses are a good time to get to know the candidates better. Each caucus has a unique format, but candidates have been known to sing, dance, answer obscure questions and perform improvisational skits based on the district's requests.
- On the first ballot, each delegate votes for three candidates for the Executive Committee and one candidate for the speaker of the House.

- Once the Executive Committee and speaker of the House have been elected, delegates vote to elect the president. Before the second ballot, the candidates for president are questioned one at a time and are given a pre-determined time to respond.
- After the second ballot, the president is elected. If there isn't a majority vote during the second ballot, additional rounds of voting are necessary to elect the president. Once the voting is complete, the Executive Committee is established and a new year under their leadership begins.

Dental Expo Tips

The Dental Expo features more than 60 companies and organizations from the dental field. Attendees are encouraged to visit every booth. As an added bonus, select exhibitors will stamp the passport card given to attendees before the Expo. Once you have collected the required number of stamps, enter your card into a drawing for prizes generously donated by vendors. Prizes range from gift cards to dental products to iPads.

To make the most of your experience:

- Determine your strategy to get through the Expo so you can visit as many booths as possible.
- When you meet a vendor, introduce yourself with your full name, chapter position and chapter name. Make sure your name badge is visible.
- Come prepared with chapter business cards with your first delegate, second delegate and lunch and learn chair's contact information. Many vendors will ask you for this information so having it handy on a business card will make it easier to share.
- Select someone to collect as many business cards and information from vendors as possible to compile your own contact list. This will help your chapter when considering sponsorship for local events or organizing your own vendor fair.
- Talk to vendors about your upcoming chapter events and see if they can support you.

Networking

In addition to the education and business meetings, Annual Session offers many opportunities for socializing and meeting students from other schools. Don't be afraid to mingle, meet new people and exchange contact information. You never know when you are going to need a place to stay for your residency interviews.

Networking tips:

- Always have your name badge visible.
- Pick up a year ribbon at registration, attach to your badge and use it as a conversation starter.
- Don't be afraid to approach a new person and introduce yourself. Ask them how many meetings they've attended, what their chapter position is, if they've ever been to the host city before, what they like to do outside of dental school, etc.

President's Gala

Annual Session concludes on Saturday evening with a celebration of the outgoing president and the theme of his or her choice. Themes have varied from 80's rock to nautical to western. The theme is announced before the event so you have plenty of time to pack an outfit specific to the theme. Many chapters work together for a group costume (check out ASDA's Flickr photos to see past outfits). The event includes a dinner, drinks and dancing. You won't want to miss the celebration!

Catching "ASDA Fever"

Many students catch ASDA fever at Annual Session and decide that they want to get more involved. Annual Session is a great time to learn about national leadership opportunities and network with current leaders. No previous experience is necessary for most leadership positions so we encourage you to apply.

Takeaways to Bring Back to Your School

First-time attendees are usually surprised by how much they learn at Annual Session. Be sure to take all that information with you and share with your chapters when you return.

Publicize the information you learned by:

- Holding a lunch and learn for your entire chapter.
- Writing articles and event summaries in your newsletter.
- Publishing the information on your chapter's website.

We are excited for you to attend Annual Session! We hope this guide has prepared you to make the most of your experience.

Visit the website ASDAnet.org/AnnualSession for more information and contact information for questions.