The Room(s) Where It Happens

Rashmi Anand, Oxford College of Emory University
Catherine Hare, Davidson College
Jessica Ramm, Holy Innocents’ Episcopal School
Types of On-Campus Events

- Open House programs (*Discover Davidson, Fall for Emory*)
  - Prospective Students v. Admitted Students
  - Underclassmen v. Seniors
  - Weekday v. Weekend
- Student Fly-In programs (Fall and Spring)
- Scholarship Weekend
- Counselor Fly-In programs
- Alumni programs
Text **RASHMIANAND560** to 37607

or

Respond online at **PollEv.com/rashmianand560**
Communication with Registrants

• Before
  • Registration Confirmation (immediately and one week out)
    • Use of waitlist
  • Parking, Schedule of Events, Weather
  • Email and text to students and parents/guardians/mentors

• During
  • Social Media Takeovers (Twitter, Instagram, Snapchat)
    • Use one hashtag for the day
  • Text (monitoring Inbox)

• After
  • Follow-up surveys
Hi Steven. We look forward to seeing you tomorrow for Decision Davidson II. Registration will open at 8:30am in the Alvarez College Union. If you are driving, please plan to park in Baker Sports Complex.
Staffing

- Students
  - Tour Guides, Minglers, Club Leaders, Overnight Hosts, Panelists, Breakout Sessions, Performers
- Faculty
  - Office Hours, Panelists
- Admission & Financial Aid Staff
  - Staff Assignments
    - Have someone on-call to be a runner
    - Set up group text in advance
  - Being proactive and anticipate what it is needed
<table>
<thead>
<tr>
<th>Time</th>
<th>Task Description</th>
<th>Responsible Party</th>
</tr>
</thead>
<tbody>
<tr>
<td>11:00 AM</td>
<td>Event Overview in Alvarez 313 - Arthur Vining Davis Room (Coffee, fruit, and bagels provided)</td>
<td>All counseling staff</td>
</tr>
<tr>
<td></td>
<td>Put out Admission Event signs (pick up golf cart in Admission Office Parking Lot)</td>
<td>Maria</td>
</tr>
<tr>
<td>11:45 AM</td>
<td>Check in with Catherine in Alvarez 313 - Arthur Vining Davis Room</td>
<td>All Senior Fellows</td>
</tr>
<tr>
<td></td>
<td>Log-in to Atkins on Pod for registration in Brown Atrium</td>
<td>Kaye-Lani, Meredith, Allen</td>
</tr>
<tr>
<td></td>
<td>Monitor Name Tag table</td>
<td>Dave K., Ryan</td>
</tr>
<tr>
<td></td>
<td>Monitor Overnight / Class Registration Table</td>
<td>Tara, Michelle</td>
</tr>
<tr>
<td></td>
<td>Direct traffic until 12:25pm</td>
<td>Dana</td>
</tr>
<tr>
<td></td>
<td>Pico field (looking football field)</td>
<td>Bridget</td>
</tr>
<tr>
<td></td>
<td>Wildcat football parking lot</td>
<td>Dana</td>
</tr>
<tr>
<td></td>
<td>Outside of 900 (Idea or the atrium)</td>
<td>Graham</td>
</tr>
<tr>
<td>12:00 PM</td>
<td>Registration begins (soft open)</td>
<td>Kaye-Lani, Meredith, Allen</td>
</tr>
<tr>
<td></td>
<td>Monitor DFPH doors (keep food and water out)</td>
<td>Courtney, Morgan</td>
</tr>
<tr>
<td></td>
<td>Direct families to DFPH in Brown Atrium</td>
<td>Chad, Dave G., Maria, Jimmy, Pat</td>
</tr>
<tr>
<td>12:25 PM</td>
<td>Meet Carol and Ramsay Ritchie *18 outside of DFPH and review order</td>
<td>Chris</td>
</tr>
<tr>
<td>12:25 PM</td>
<td>Walk Carol and Ramsay backstage</td>
<td>Chris</td>
</tr>
<tr>
<td></td>
<td>Sit in the front row of DFPH (seats will have &quot;Reserved&quot; signs)</td>
<td>Maria, Courtney</td>
</tr>
<tr>
<td></td>
<td>Give all doors to begin opening session</td>
<td>Catherine</td>
</tr>
<tr>
<td>12:30 PM</td>
<td>Opening Session begins</td>
<td>Chris, Carol, Ramsay</td>
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<tr>
<td></td>
<td>12:30 - 12:35: Chris greets audience and introduces Carol Ritchie</td>
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<tr>
<td></td>
<td>12:35 - 12:45: Ramsay addresses audience and introduces Carol Ritchie</td>
<td></td>
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<tr>
<td></td>
<td>12:45 - 12:50: Carol addresses audience</td>
<td></td>
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<tr>
<td></td>
<td>12:55 - 1:00: Chris gives housekeeping notes and dispenses families</td>
<td></td>
</tr>
<tr>
<td>12:45 PM</td>
<td>Go to assigned locations to welcome faculty presenters and help them prepare for their sessions; Take the notes, thank-you note, and faculty biography in the Arthur Vining Davis Room with you</td>
<td></td>
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<tr>
<td></td>
<td>Lessons from Transparent Worms</td>
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<tr>
<td></td>
<td>Dr. Rachid El Beigieg, Nick Elder *18, Qoin Brown *18 (McKay Atrium)</td>
<td>Chad</td>
</tr>
<tr>
<td></td>
<td>Painting with Music: Debussy and Impressionism</td>
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<tr>
<td></td>
<td>Dr. Tara Keith (Tyler Tallman)</td>
<td>Meredith</td>
</tr>
<tr>
<td></td>
<td>The French Revolution 1917 - 1917</td>
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<td></td>
<td>Dr. Roman Utkin (Room 209)</td>
<td>Allen</td>
</tr>
<tr>
<td></td>
<td>The Importance of Thomas's &quot;Hidden&quot; Today Dr. Annie Murrill (900 Room)</td>
<td>Ryan</td>
</tr>
<tr>
<td></td>
<td>The Importance of History: India and the United States Dr. Sarah Walker (Spurhoff Room)</td>
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<tr>
<td></td>
<td>Dr. Sarah Walker (Spurhoff Room)</td>
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<tr>
<td>1:00 PM</td>
<td>Lead families to academic panel locations (leaving from DFPH)</td>
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<tr>
<td></td>
<td>Lessons from Transparent Worms</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Dr. Rachid El Beigieg, Nick Elder *18, Qoin Brown *18 (McKay Atrium)</td>
<td>Morris</td>
</tr>
<tr>
<td></td>
<td>Painting with Music: Debussy and Impressionism</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Dr. Tara Keith (Tyler Tallman)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Direct traffic in Brown Atrium</td>
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</tr>
<tr>
<td></td>
<td>Outside of post office in front of the stairs</td>
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</tbody>
</table>
Tips and Tricks: Before

- Reserve **space** well in advance of the event
- Set registration **limits** before taking it live (Slate can help)
- Confirm availability of your **staff** ASAP
- Allow for **transition time** in the schedule (it’s like herding cats)
- Wait to print **schedules** until all locations and speakers are finalized
- Confirm **catering, tech, panelists**, and **tour guides** the week of the event—don’t forget to specify timings & locations
  - Have office & cell numbers for **catering, tech, facilities, etc.**
Crafting the Schedule

• What are the goals of each session?
• Separating students and families
• Think about class timings for weekday events
• Allow time for visiting students to connect with:
  • Each other
  • Current students
  • Faculty
• Think about traditions to showcase
DISCOVER DAVIDSON
SUNDAY, OCTOBER 22, 2017

12:15 p.m.
Registration
Brown Atrium, Alvarez College Union

12:30 p.m.
Discover the Purpose
Dr. Carol Quillen, President of Davidson College
Christopher J. Gruber, Vice President and Dean of Admission and Financial Aid
Alex Saltan '18, Student Government Association President
Duke Family Performance Hall, Knobloch Campus Center

1:15 p.m.
Discover the Passion
Choose from among the following academic panels (please see details on reverse side):

“The Importance of Thoreau’s Walden Today”
Dr. Annice Merrill, Thomson Professor of Environmental Studies and Professor of English
C. Shaw Smith 900 Room, Alvarez College Union

“Painting with Music: Debussy & Impressionism”
Dr. Tara Keel, Associate Professor of Music and Orchestra Director
Tyler-Talman Recital Hall, Sloan Music Center

“Lessons from Transparent Worms”
Dr. Rachid El Bejiani, Assistant Professor of Biology
Quin Brown ’18, and Nick Elder ’18
McKay Atrium, E. Craig Wall, Jr. Academic Center

“The Importance of History: India and the United States”
Dr. Sarah Wehrer, Assistant Professor of History and Director of South Asian Studies
David and Pam Sprinkle Room, Alvarez College Union

“The Russian Revolution 1917 / 2017”
Dr. Roman Utkin, Assistant Professor of Russian Studies
Room 209, Alvarez College Union

2:00 p.m.
General Campus Tours
Departing directly from the Academic Panels

2:00 p.m.
Discover the Place
Campus Tours

2:00 p.m.
Visual & Performing Arts, Sciences Tours
Families will be escorted to the Special Tour locations

3:40 p.m.
Discover the Possibilities
Tips for Navigating the Admission and Financial Aid Process
Duke Family Performance Hall, Knobloch Campus Center

4:40 p.m.
Discover the People
Various Locations

4:40 p.m.
For Students:
Q&A with current Davidson students
C. Shaw Smith 900 Room, Alvarez College Union (A-L)
David and Pam Sprinkle Room, Alvarez College Union (M-Z)

5:30 p.m.
Program Wrap-Up: Ask a Wildcat
Refreshments and mingling with current Davidson students
Look for students wearing a red “Ask a Wildcat” button
Marim Cannon Hayes Amphitheatre, Alvarez College Union

For Families & Mentors:
Panel discussion with faculty, staff, students, alumni, and parents
Duke Family Performance Hall, Knobloch Campus Center

Students registered for an overnight visit will meet their hosts at 8:00 p.m. in the Brown Atrium.
8:30–9AM
Check-in
Oxford College Library

9:05–9:20AM
Welcome!
Chapel

Students | Parents/Families
---|---

9:30–10:30AM
Classrooms without Borders
Various campus locations

9:30–10:30AM
Academics at Oxford
Dean's Dining Room

10:35–11AM
Snacks with Swoop
Oxford College Quad

10:35–11AM
Refreshment Break
Dean's Dining Room

11:05AM–12PM
The Inside Story
Various campus locations

11:05AM–12PM
Campus Connections
Dean's Dining Room

12:15–12:35PM
Closing Statements with Oxford’s Deans
Lunch Tent

12:45–1:45PM
Lunch
Lunch Tent

1:15PM
Campus Tours Begin Departing
Oxford Campus

Your visit:

8:30–9AM
Check-in
Oxford College Library

9:05–9:20AM
Welcome!
Chapel

Students | Parents/Families
---|---

9:30–10:30AM
Classrooms without Borders
Various campus locations

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Lunch Tent

12:45–1:45PM
Lunch
Lunch Tent

1:15PM
Campus Tours Begin Departing
Oxford Campus

Share your excitement with us!
#Oxford2022

@oxfordcollege
@OxfordCollegeofEU
blog.emoryadmission.com
Inserting Fun in the Day
Edit Event

<table>
<thead>
<tr>
<th>Details</th>
<th>Location</th>
<th>Description</th>
<th>Limits</th>
<th>Notes</th>
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<tbody>
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<td>Template</td>
<td>Discover Davidson</td>
<td></td>
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<td>Status</td>
<td>Confirmed/Active</td>
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</tr>
<tr>
<td>Date</td>
<td>10/21/2018</td>
<td>Time 12:15 PM</td>
<td>until</td>
<td>10/21/2018</td>
</tr>
<tr>
<td>Deadline</td>
<td></td>
<td>Time</td>
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<td>Timezone</td>
<td>Autodetect from Location</td>
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<tr>
<td>Registrant Limit</td>
<td>These options have moved to the Limits tab.</td>
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<td>Attendance Override</td>
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<tr>
<td>Privacy</td>
<td>Do not display on public landing pages.</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>User</td>
<td>Hare, Catherine</td>
<td>User 2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Trip</td>
<td></td>
<td></td>
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<tr>
<td>Admin Notify Email</td>
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<tr>
<td>Related Records</td>
<td>Search for Record</td>
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</table>

Save  Delete  Cancel
### Edit Event

<table>
<thead>
<tr>
<th>Details</th>
<th>Location</th>
<th>Description</th>
<th>Limits</th>
<th>Notes</th>
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<tbody>
<tr>
<td>Registrant Limit:</td>
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<tr>
<td>Custom Limit Message</td>
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<td></td>
<td>Registrations for Discover Davidson is full.</td>
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</tr>
<tr>
<td>Waitlist Limit</td>
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<tr>
<td>Waitlist Transfer</td>
<td></td>
<td></td>
<td>Automatically transfer earliest waitlist registrants when space becomes available.</td>
<td></td>
</tr>
<tr>
<td>Custom Limit Message</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Save**  **Delete**  **Cancel**
Tips and Tricks: During

• Hold an all-staff **meeting** one hour before the event is scheduled to begin
  • Have an idea of where people are at all times
• Have a hard copy of the registrant **list in your master binder** (just in case)
• Be prepared for **drop-ins**
  • Bring extra nametags
  • If you’re assigning registrants to a session, have a game plan for walk-ins
• **Feed** your staff
• Make notes for improvement **as you go**
<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
<th>Description</th>
<th>Person(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>11:00AM</td>
<td>Event</td>
<td>Overview</td>
<td>Catherine</td>
</tr>
<tr>
<td>11:00AM</td>
<td>Registration</td>
<td>Registration Session</td>
<td>Catherine</td>
</tr>
<tr>
<td>11:15AM</td>
<td>Opening Session</td>
<td>Academic Panel - Meet Faculty Member</td>
<td>Catherine</td>
</tr>
<tr>
<td>11:45AM</td>
<td>Academic Panels</td>
<td>General &amp; Special Tours</td>
<td>Catherine</td>
</tr>
<tr>
<td>12:00PM</td>
<td>Snacks</td>
<td></td>
<td>Catherine</td>
</tr>
<tr>
<td>12:30PM</td>
<td>Admissions</td>
<td>Fin Aid</td>
<td>Catherine</td>
</tr>
<tr>
<td>2:00PM</td>
<td>Parent Panel</td>
<td>Student Panel (DFFP)</td>
<td>Catherine</td>
</tr>
<tr>
<td>2:15PM</td>
<td>Wrap-Up</td>
<td>Ask a Wildcat</td>
<td>Catherine</td>
</tr>
</tbody>
</table>

Event Overview:
- Signal Jim Nash
- Meet Tour Guides & First Year Volunteers
- Mingie with families
- Check in panels
- Parent Panel Moderator
- Ask a Wildcat

Other details:
- Tech Table
- Direct Union traffic
- Special Music Tour - Meet Nauma Bakteho in Sloan Auditorium
- Check in panels
- Student Panel Moderator
- Ask a Wildcat
Tips and Tricks: After

- Send thank-you **notes** to all involved
- Ask for improvement suggestions from staff
- Save your binder!
- Don’t wait to send the follow-up survey -- they will forget
  - Share the results with tour guide supervisor
Overall, how satisfied are you with each of the following?

<table>
<thead>
<tr>
<th></th>
<th>Excellent</th>
<th>Very Good</th>
<th>Good</th>
<th>Fair</th>
<th>Poor</th>
<th>Not Applicable</th>
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<tbody>
<tr>
<td>Ease of online registration</td>
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<td>○</td>
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<tr>
<td>Information prior to arrival</td>
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<td>○</td>
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<td>Length of program</td>
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<tr>
<td>Knowledge and professionalism of staff</td>
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<td>Tour guide</td>
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<tr>
<td>Length of campus tour</td>
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<td>Admission and Financial Aid Session</td>
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<tr>
<td>Panel Discussion for Families &amp; Mentors</td>
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<tr>
<td>Student Panel</td>
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<tr>
<td>Ask a Wildcat reception</td>
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<tr>
<td>Overnight Stay (if applicable)</td>
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</tbody>
</table>
Thoughts from the High School side

Be cognizant of:
• How long guests are sitting (especially in one room)
• Size of your event in relation to size of your school (and staff & tour guides)
• Providing authentic experiences - meeting teachers, attending class

Plan for:
• Weather - backup locations, umbrellas
• Lots of water!
• Various audiences (parents, students, first children, last children)
• Alternatives for tours (for families who have already toured)
• Maximize current student involvement
Thoughts from Seniors

“Be memorable!”

“Make it so you can’t learn more from the internet than being here today.”

“I learned the most from the hosts/students.”
Questions?
Contact us

Rashmi Anand, Senior Admission Advisor, Oxford College of Emory University
rganand@emory.edu

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cahare@davidson.edu

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