

# WELCOME TO THE 72nd TRAINING & ELECTION II CONFERENCE!

Welcome back to the conference MLC Program Staff! Thank you for taking the time and energy to volunteer this weekend. Below you'll find important information about events and resources available for you all at T&E II.

## Important Contact Information

**CALYMCA Emergency Telephone Number**, Call or Text 24 hours/day: (916) 600-7344

**Danielle Soba**, Volunteer Support Specialist: (916) 672-1365

**Addison Gabelich**, Conference Services Specialist: Having an issue with your hotel room that the front desk cannot solve? Call Addison at (916) 359-2122.

**Other Core Staff:** Our office phones are forwarding to our cell phones. Call the office line at (916) 287-9622 and enter the appropriate extension to reach any members of Core Staff. See the inside page of the conference manual for extensions.

## **MLC Program Staff Group Chat**

Want to receive live time notifications throughout the conference? We created a group chat through the Remind app for all program staff interested in joining. This group chat will be strictly for MLC conferences so we can get messages to you quicker, for example when meals are available, schedule & location changes, emergencies, etc.



**TO JOIN, TEXT "@MLCPRO" TO 81010**

## 72nd T&E II Public Roster & Appointed/Elected Leadership

The 72nd T&E II Public Roster has been posted online. Go here to see it: <http://bit.ly/2QOfJ6U>. If you have corrections to make to your roster, please email **LANGSTON** at langston@calymca.org.

Badges for MLC Sacramento will go to print immediately after T&E II. For program areas conducting interviews at T&E II, please send your results directly to **RICHARD** at richard@calymca.org. **All roster changes are due from program leads before the end of the conference - Monday, January 20th.**

## PunchAlert

Punch Alert, Y&G's primary source of emergency communication used at conferences was introduced at AVT. Although this is not required for all program staff, we strongly encourage participation in order to provide a safer environment for our delegates. **Please have at least 1 or 2 people on your program area team download the app and understand its functions.** Note: While not at the conference, you may turn your notifications off. Please find instructions for downloading the Punch Alert App in your conference packet.

Please use the emergency number on the back of your badges as a secondary source of emergency communication while at conferences. If you have any questions about PunchAlert, please contact risk@calymca.org.

## Internet/WiFi

WiFi is available in the Fresno Convention Center and Valdez Hall. The hotels have free WiFi for all to use. The Chromebooks in all program session rooms will already be pre-set with the WiFi password. Internet access is limited for those who need it to present and will not be passed out to everyone. Doing so will slow down the network and make it hard for Program Staff Volunteers to do their sessions.

Wifi connections are limited and needed for those who need it for their sessions and presentations. If you would need to use your own laptop/devices to present, see Danielle at check-in or contact the Help Desk for WiFi help.

## Parking

For those requesting a parking pass, please collect your pass from Danielle at check-in and park at the [DoubleTree Convention Center Fresno Hotel](#) (2233 Ventura St, Fresno, CA 93721) during the conference hours. You may park at your respective hotel any time throughout the weekend. If you have any questions, please see Danielle at Volunteer Check-In.

### [Program Staff Volunteer Meeting & Annual Photo](#)

Please join us for the Program Staff Meeting and annual group photo on **Saturday, January 18th starting at 8:45 PM**. This is for all program staff volunteers to attend. We will go over important announcements, the Sacramento conference, risk management updates, and so forth. We will also plan to take our annual volunteer picture at 9:35 PM so please try to be on time! Refreshments and treats will be provided!

### [Printing Station](#)

We have a printing station available in the Fresno Convention Center in the Box Office **BEHIND** the Y&G Info Desk in the Main Lobby.

### [Volunteer Staff Lounge \(DoubleTree - Salon G\)](#)

Need somewhere to get some work done or take a break between sessions that isn't one of your program area rooms? Come to the Volunteer & Advisor Lounge in the DoubleTree Hotel in Salon G. It is open starting at noon on Saturday (1/18) until 12:00 PM on Monday (1/11).

### [Delegation of Distinction/Delegation Announcements](#)

Please use this Delegation of Distinction Form (<http://bit.ly/staffDOD>) to let the Advisor Development Team (ADT) know about the positive or negative interactions you have with delegates or advisors throughout the conference. This helps the Advisor Development Team when determining the Delegation of Distinction. If you have any questions about the form, please email the Advisor Development Team Lead Staff, [advisors@calymca.org](mailto:advisors@calymca.org).

### [Help Desk](#)

Need extra supplies? Door locked? Projector not working? We have substantially increased the areas Help Desk is able to support and provide answers for. Text or Call **916-621-9634** or email [help@calymca.org](mailto:help@calymca.org) to contact the Help Desk. Once we receive your request, we will deploy appropriate Logistics, IT, Program, Hotel, or Facilities staff to fix the issue. Please make sure you include your name, program area, and location (building and room number) and a summary of the help you need or the action requested. Please make sure that you check the phone or email address you used to contact Help Desk, as they may need more information to complete your request.

### [Program Boxes/Supplies](#)

To better the experience for program areas, Y&G would like to spend this year cleaning out program boxes and take inventory. This will help Danielle when organizing and disseminating supplies during conferences. In each box will be an **INVENTORY SHEET**. Please include on this sheet any supplies/items that you want to **KEEP** in your box throughout the year. At the end of the conference, please make sure all of your Program Area boxes are stacked neatly outside your room with all of your program supplies. Do **NOT** put anything edible into your program boxes. All Technology & AV equipment should be left **inside** the room for Logistics and IT Staff to pick up.

### [Nextyear@calymca.org](mailto:nextyear@calymca.org)

See a way to improve conferences for next year and don't want to wait until the survey to mention it? Email [nextyear@calymca.org](mailto:nextyear@calymca.org). Every summer, Core Staff read through the suggestions and determine which changes we can incorporate. If you have suggestions/requests for upcoming conferences within the current program year (i.e. T&E II and Sacramento), please contact someone on Core Staff directly.

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