

## **Bachelor of Recreation and Sport Studies Conference Requirement**

This document contains step-by-step instructions to help you complete your conference requirement:

Step One: Determine a 2-day conference that you are interested in. (You may also find two one-day conferences that are of interest). Do not leave this until your final year. Students who do this end up going to a conference that may be of little interest just to meet the requirement for graduation. This is a missed opportunity for several reasons. First, you lose the opportunity to carefully select a professional development opportunity that helps you expand your knowledge in an area of interest. Second, you lose the opportunity to network and learn about the field outside the classroom environment while you are learning about the field and thinking about your career aspirations within a classroom environment. Look for emails from the faculty ([kin@unb.ca](mailto:kin@unb.ca)) throughout the term regarding conferences or for announcements in the Undergraduate Office Update. When we become aware of appropriate conferences, we pass the information along to students.

Step Two: Determine whether the conference of interest is a conference on a pre-approved list or whether you will need to collect and pass on information so that the faculty member responsible for the conference requirement, Dr. Charlene Shannon-McCallum, can make a decision about whether or not to approve. If a conference appears in the Undergraduate (UG) Office Update or is sent out by the UG Office staff, it will be clearly communicated whether the conference is pre-approved.

Step Three:

- If the conference is **on the “pre-approved list,”** access and complete the [Conference Approval Form](#). Email the form to [Dr. Charlene Shannon-McCallum](mailto:Dr.CharleneShannon-McCallum).
- If the conference is **not on the “pre-approved list,”** collect information on the conference that you would like to attend (conference name, dates, conference website that outlines the sessions or conference session information that may have been received via email). Send Dr. Charlene Shannon-McCallum an email at [cshannon@unb.ca](mailto:cshannon@unb.ca) with this information. Allow 48 hours for a reply. Once you get email feedback that the conference is approved, access and complete the [Conference Approval Form](#) and email it to Dr. Shannon-McCallum.

Step Four: Register for the conference. Pay attention to early bird registration deadlines. Keep your registration receipt. You will need to submit this with your report. Talk to instructors if you are going to miss classes to attend a conference. Book accommodations if the conference is out of town and arrange transportation (less likely to happen in the 2020-2021 academic year).

Step Five: Attend the conference. **Go to all sessions and networking/social events.** This includes the Annual General Meeting if the conference has one. If the conference lasts more than 2 days, you will need to attend the equivalent of 2 days of conference sessions. Take notes. Pay attention to the names of people you meet who you find interesting. This will help you in writing your conference report. If you did not get a receipt when you registered, be sure you get one before you leave the conference. If you do not attend all parts of the conference to give you the two full days, you will be required to attend another conference.

Step Six: Complete your conference report upon returning from the conference. The deadline for reports for conferences attended in the Fall term is the last day of exams (Monday, December 21<sup>st</sup>, 2020). Deadline for reports for conferences attended in the Winter term is the last day of exams (Tuesday, April 20<sup>th</sup>, 2021). Given that the end of term can be busy with lots of deadlines as the last day of class approaches, it is recommended that students complete their conference report soon after returning while the experience is fresh.

The report should include:

- A discussion of what you learned from each of the sessions you attended (what was a key lesson you learned or how will you apply information from the session). Please provide the title of each session and then your description/discussion.
- Discussion of networking during breaks and social events (was there an interesting person you met or talked to?)
- An overall evaluation of the conference. What was your experience like? What about the conference was positive or contributed to your learning? What could be done to improve the conference?

Step Seven: Submit your report along with proof of conference registration and a PDF copy of or link to the conference program to [Dr. Shannon-McCallum](#) (subject line: "Conference Report"). She will review your report.

- If **acceptable**, she will complete the conference approval form (which includes a signature line for an acceptable report) and let Jaime Campbell and you know via email. Jaime will make note on your student record sheet that you have met the conference requirement.
- If the conference report is **not acceptable**, Dr. Shannon-McCallum will send you an email with feedback on what needs to be done to bring your report to an acceptable standard (e.g., more detail is needed; more critical discussion in your evaluation).