

# American Indian Higher Education Consortium

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## 2016 Student Conference Handbook



Issue Date: October 15, 2014

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## Introductory Statement

Since the first AIHEC Student Conference in 1980, this annual event has grown from a few dozen participants to over 1,000 students, faculty, and staff coming together each spring to compete in academic, cultural, and artistic exercises; share stories, and best practices; participate in workshops and plenary sessions; and celebrate the Tribal College Movement. As participation has grown, the conference has also grown in complexity and organization. In 2010, the AIHEC Board of Directors, composed of the nation's Tribal College and University (TCU) presidents, requested that AIHEC and TCU staff begin the process of formalizing and standardizing the conference, including competition rules, participation requirements, judging, cost, etc. In 2013, the Board established the AIHEC Student Conference Commission to oversee this process.

This handbook, the *AIHEC 2016 Student Conference Handbook*, is the result of the Commission's continuing work. We are grateful to the first Student Conference Commissioners, Samantha Cameron, Jonnie Clifford, Carmen Henan, Koreen Ressler, and Carmen Taylor for their time, commitment, and willingness to serve and share their knowledge with future generations of Tribal College students, faculty, and staff.

The AIHEC Student Conference Commission drafted the AIHEC Student Conference Handbook to acquaint member TCUs with the information needed to host the annual AIHEC Student Conference, typically scheduled in the spring semester of each year. The AIHEC member TCUs have assembled into five discrete regions. Every year, one of these five regions organizes a "host committee" consisting of knowledgeable individuals from each region's TCUs. This committee plans and manages the annual AIHEC Student Conference.

Individuals from each of the host committee's TCUs involved in the planning or managing of the annual AIHEC Student Conference should read, understand, and comply with all the policies and guidelines outlined in this AIHEC 2016 Student Conference Handbook. The handbook describes many of the events and responsibilities of the host committee and outlines helpful guidelines for each event or responsibility.

There are two main objectives of the AIHEC Student Conference Handbook: 1) To standardize the year-to-year rules, procedures, and awards of each student competition, and 2) to provide direction to new coordinators, judges, administrators, and TCU Presidents who might have never attended or contributed to the annual AIHEC Student Conference.

No AIHEC Student Conference Handbook, no matter how extensive, can anticipate every circumstance or question that might arise about rules, policies, procedures, coordination, or guidelines. As the annual AIHEC Student Conference continues to grow, the need might arise, and the AIHEC Board of Directors reserves the right, to revise, supplement, or rescind any policies or portion of the AIHEC 2016 Student Conference Handbook.

## AIHEC Student Conference Handbook

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The AIHEC 2016 Student Conference Handbook will be made available to the host committee for distribution to the members of their committee as well as general distribution on the host committee's chosen website and avenues of social media.

### **AIHEC Student Conference Commission**

Samantha Cameron, Bay Mills Community College

Jonnie Clifford, Oglala Lakota College

Carmen Henan, Institute of American Indian Arts

Koreen Ressler, Sitting Bull College

Carmen Taylor, Aaniiih Nakoda College

Gary McCone, AIHEC Staff

Alex Grandon, AIHEC Staff



## AIHEC Student Conference Host Committee Regions

<b>Woodlands Region</b>	<b>Montana/Pacific Region</b>	<b>North Dakota Region</b>	<b>South Dakota Region</b>	<b>Southwest Region</b>
Bay Mills CC.	Aaniiih Nakoda College	Cankdeska Cikana CC.	Oglala Lakota College	College of Muscogee Nation
College of Menominee Nation	Blackfeet CC.	Fort Berthold CC.	Sinte Gleska University	Comanche Nation College
Fond du Lac TCC.	Chief Dull Knife College	Sitting Bull College	Sisseton Wahpeton C.	Diné College
Keweenaw Bay Ojibwa CC.	Fort Peck CC.	Turtle Mountain CC.	Sitting Bull College	Haskell Indian Nations U.
Lac Courte Oreilles Ojibwa CC.	Iisagvik College	United Tribes Technical College		Institute of American Indian Art
Leech Lake TC.	Little Big Horn College			Navajo Technical University
Little Priest Tribal College	Northwest Indian College			Southwestern Indian Polytechnic Institute
Nebraska Indian CC.	Red Crow CC.			Tohono O'odham C.C.
Red Lake Nation College	Salish Kootenai College			
Saginaw Chippewa TC.	Stone Child College			
White Earth TCC.	Wind River TC.			

### **Student Eligibility**

To be eligible to participate in the annual AIHEC Student Conference, a TCU student shall meet the following criteria at the time such student is listed on a TCU team roster or registration form and at the time of the relevant competition.

- a. The student shall be enrolled at an AIHEC-member TCU with a minimum of nine (9) credit hours per quarter or per semester as established by his or her AIHEC-member institution;
- b. The student must maintain a minimum, cumulative 2.0 grade point average (GPA), or a “C” grade average for those students previously enrolled, except that any GPA requirement established by an AIHEC-member institution shall take precedence, and in the case of a student not previously enrolled (e.g., new student, transfer student), he or she shall be deemed to be in good academic standing and making satisfactory progress, as determined by the TCU in which said student is enrolled;
- c. The student cannot be a full-time college employee, but the student may be enrolled in a work study program or an internship; and
- d. The student must have written certification of current college credits and academic standing provided by the registrar or other authorized official of the AIHEC-member institution in which he or she is enrolled.

Each competition registration form in the AIHEC Student Conference Handbook requires a signature from a staff member, an administrator, or a coach from the AIHEC-member institution which the student attends certifying that the student meets these eligibility requirements.

The student eligibility requirements are contained in the AIHEC Student Congress Bylaws in Article VII, and were approved by the AIHEC Board of Directors on October 30, 2013.

### **Part One: Logistics and Registration**

Each year, a primary coordinator will lead the host committee. The host committee will be responsible for the overall planning, budgeting, and managing of the annual AIHEC Student Conference.

Logistics include securing an adequate-sized venue, scheduling of competitions/agenda, hotel rooms, meeting rooms, banquets, meals, plenary speakers, transportation, and student activities.

Registration includes handling the funds and fees, budgeting, deadlines, involvement from outside organizations, program booklets, T-shirts, logos, website/social media management, and competition awards.

The following documents will assist the lead conference coordinator and the host committee with planning and implementing the logistics of the overall AIHEC Student Conference.

### HOST COMMITTEE

#### AIHEC Host Committee:

- Composed of a lead coordinator, a chair of the committee to run the meetings, and a group of individual staff and/or faculty from the host region's Tribal Colleges.
- Responsible for the overall planning, budgeting, coordinating, and managing of the AIHEC Student Conference

#### HOST COMMITTEE GUIDELINES AND PROCEDURES

- The host committee will begin to meet at least once a month starting at least one calendar year prior to the AIHEC Student Conference which they are responsible for coordinating.
- The lead coordinator may be assigned from one of the host committee Tribal Colleges or the host committee may choose to hire from outside the host committee. In working with a large committee it is important that all involved have a clear sense of the roles and responsibilities of all involved. The lead coordinator and the Chair of the host committee are two key people whose roles should be clearly outlined to the committee.
  - The lead coordinator duties generally include all of the logistics (menu, a/v, room sets, agenda document maintenance, etc.). The planner, in that capacity, may be involved in web maintenance, program content management, and sponsor relations.
  - The chair of the host committee calls the meetings, keeps meeting minutes, and should be the lead on competition specific issues.
  - Host committee members retain the duties related to planning, staffing, running and reporting on their specific competitions. Competition room spec and set needs, a/v and food needs will be worked on with the lead coordinator.
- The host committee will be composed of at least one representative from each Tribal College in the aforementioned five regions and the committee will be led by a primary coordinator who may not necessarily be a staff or faculty member from the region's Tribal Colleges.
- The host committee will invite relevant local contacts, businesses, and groups to participate in the monthly host committee meetings, such as the local business bureaus, hotel representatives, local government representatives, etc.
- Individual tasks and competitions will be assigned to each region's Tribal Colleges for coordination. Tribal Colleges may volunteer to coordinate specific tasks or competitions. The Tribal Colleges are responsible for assigning individuals from their colleges as coordinators to each task or competition assigned by the host committee.
- The host committee will ask for periodic updates on tasks and competitions from each of the coordinating colleges.
- During the conference the host committee will need to have a lead point of contact working with the venue and the coordinators for last minute needs.

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- During the conference the host committee will need to have a host of volunteers, including at least two floating A/V, IT volunteers to address technology issues that arise.
- Every morning during the conference the host committee will convene to discuss any issues or prepare for the day. The morning host committee meeting is a crucial release valve for any stressors that developed over the span of the previous conference day.
- During the conference, the host committee will need to identify the members of a Conflict Resolution Team:
  - The conflict resolution team should have at least one representative from each host TCU and will elect a chair for the team.
  - The conflict resolution team requires any person wishing to make an official dispute to fill out and submit a Conflict Resolution Form.
  - A conflict resolution team member that is an affiliate of the petitioning school should recuse themselves on said issue and not participate in discussion, advocacy or final vote.

Host Committee reports and records that would be helpful appendixes to the Handbook:

- Full list of all exhibitors, sponsors and ad purchasers with full contact info
- Full list of registration by registration type
- Tee shirt and bag order numbers
- Conference Venue meeting rooms specifications sheet
- Budget documentation (prior year's revenues and expenses)

## PLANNING TIMELINE

### AIHEC Student Conference Suggested Planning Timeline:

- **Twelve Months+:**
  - Assemble host committee and identify conference location/city
  - Representatives from the host committee meets with previous year's host committee to obtain previous year's statistics, esp. hotel rooms required
  - Conduct surveys if necessary
  - Identify conference center and venue
  - Identify tasks, competitions, and agenda items
  - Determine conference theme and announce student competition for conference logo based on the theme
- **Eleven Months:**
  - Representatives from the host committee travel to prospective location to determine space availability and local hotel options
  - Assign tasks, competitions, and agenda items to the host committee members
  - Host committee determines the fiscal situation; the funds that are available and the funds that are needed from the Tribal Colleges in the host committee
- **Ten Months:**
  - Chosen conference center or venue gives report on services available and approx. cost
  - Identify local hotels and contact to make aware of dates and need
  - Begin fundraising, finding sponsorship, contacting advertisers
  - Identify and contact entities that might want available space at the conference (AIHEC, AICF, AMP, etc.)
- **Nine Months:**
  - Final invoice for funds from host committee Tribal Colleges
- **Eight Months:**
  - Estimating final registration and fundraising, establish the conference budget
  - Establish final timeline and deadlines
  - Stage One of the AIHEC Student Conference Website and Facebook Page Launched to provide preliminary information, dates, location, materials, etc.
- **Six Months:**
  - Confirm keynote speakers
  - Confirm workshops and presentations
  - Latest time to provide knowledge bowl resource material to AIHEC Central Office
  - Begin online conference and competition registration
- **Four Months:**

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- Assign meetings and competition space
- Transportation Confirmed
- Pow-Wow Organized
- Latest date for launch of Stage Two of the AIHEC Student Conference website to provide both conference and competition registration
- **Sixty Days:**
  - Awards Banquet Organized
  - Awards Purchased
- **Thirty Days:**
  - Agenda and Program Confirmed for Printing
  - Student Activities Confirmed with AIHEC Student Congress
- **Two Weeks:**
  - Meal and Refreshments Confirmed
  - Online Conference Registration Closes
- **One Week:**
  - Competition Registration Closes

## REGISTRATION

### AIHEC Student Conference Registration

- The management and responsibility of any funds received for any reason will be the assigned task of a Business Office of a single host committee Tribal College.
- The host committee will determine the fee required of each region's Tribal Colleges at the first meeting.
- A single bank account will exist to collect the revenue from the host committee fees owed by each Tribal College in the host committee, the registration fees owed by each individual who participates in the Conference, and the sponsorship donations provided from outside groups for advertisement and/or exhibit booths.
- The same bank account will pay for all expenses.
- Registration forms will be posted online six months in advance. A master list of all registered students and the competitions in which they are registered needs to be available online at all times for reference and possible correction of registration errors.
- All pre-registration will be made by business or personal check, purchase/money order, or credit card via a service such as Paypal or through an on campus entity such as the bookstore. Note: Purchase orders are payable within 30 days, causing a delay in cash flow.
- Proof of student enrollment for registration will be confirmed by a signature of the registering agent from each Tribal College.
- General Pre-registration pricing needs to include a description of services and meals included.
- Pre-registration occurs online and prior to the conference. Onsite registration occurs at the conference. General registration is registration for non-students and non-elders.
- Onsite registration needs to have a higher cost to incentivize pre-registration which facilitates competition and event head counts for coordinators.
- Sample Registration Logic:
  - a. Single Participant
    - i. Student Competitor or General/Student/Elder
      1. General/Student/Elder
        - a. Full Conference or Single Day
      2. Student Competitor = Full Conference Student Fee
        - a. Register for each competition
        - b. Must submit verification of eligibility



## AIHEC Student Conference Handbook

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American Indian Higher Education Consortium Student Conference

[Date: Location]

[“AIHEC Student Conference Theme”]

### [Year] AIHEC Student Conference Registration Form\*\*

IMPORTANT NOTICE: All pre-registrations are non-refundable. However, they can be transferred to a different name. Please note, to gain entry to AIHEC activities the individual shall have with them an AIHEC Registration Badge.

Pre-Registration, [Year]		Onsite, [Year]	
General Registration	[\$xxx]	General Registration	[\$xxx]
Student Registration* (College or High School)	[\$xxx]	Student Registration* (College or High School)	[\$xxx]
Elder-Registration (65+)	[Free]	Elder Registration (65+)	[Free]

### One Day On-Site Registration

General Registration	[\$xxx] (Meals not included)
Student Registration* (College or High School)	[\$xx] (Meals not included)
Elder-Registration (65+)	[Free] (Meals not included)
Banquet	[\$xx] (for elders and one day on-site registrants)

\*Students shall provide proof of school enrollment with registration.

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TRIBAL COLLEGE, ORGANIZATION or PROGRAM: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

No cash accepted through the mail. Credit Cards are accepted through the host committee’s website. Payment by check or purchase order made to [**Host Committee Checking Account**] shall accompany all registration forms.

Mail all registrations and payment to:  
[Host Committee Business Office]

\*\*This Registration form and all registration forms in the AIHEC Student Conference Handbook, including all competition registration forms, are a sample document which may be modified as necessary.

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NOTE: Please list all persons from your campus who are attending the conference. Indicate whether registration is general or a student registration and each competition in which the student will participate.

PARTICIPANTS: (Please type or print clearly)

Name _____	Student	___	General	___
Competitions: _____				
Name _____	Student	___	General	___
Competitions: _____				
Name _____	Student	___	General	___
Competitions: _____				
Name _____	Student	___	General	___
Competitions: _____				
Name _____	Student	___	General	___
Competitions: _____				
Name _____	Student	___	General	___
Competitions: _____				
Name _____	Student	___	General	___
Competitions: _____				
Name _____	Student	___	General	___
Competitions: _____				
Name _____	Student	___	General	___
Competitions: _____				
Name _____	Student	___	General	___
Competitions: _____				
Name _____	Student	___	General	___
Competitions: _____				
Name _____	Student	___	General	___
Competitions: _____				
Name _____	Student	___	General	___
Competitions: _____				

TOTAL:  
STUDENT \$ \_\_\_\_\_ GENERAL \$ \_\_\_\_\_

Business Check \_\_\_\_\_ Paypal \_\_\_\_\_ Personal Check \_\_\_\_\_ Credit Card \_\_\_\_\_

AMOUNT ENCLOSED: \$ \_\_\_\_\_

Payable to:

[Host Committee Business Office]

I verify that each student participant meets the AIHEC Student Conference eligibility requirements

TCU Coordinator's Signature \_\_\_\_\_ Date \_\_\_\_\_

Mail completed registration forms and payment to:

[Host Committee Business Office]

(Registration is transferable, but non-refundable)

## **FISCAL MANAGEMENT**

### AIHEC Student Conference Fiscal Management:

- One Tribal College (or a sub-committee) from the host committee is responsible for the fiscal management of the student conference, including the collection of all the funds, building the budget, and paying for expenses.
- If funds are not available from the last time the same host committee organized the student conference, then the host committee will invoice each Tribal College in the host committee. The amount will be determined by the previous year's host committee budget.
- The funds from each Tribal College member of the host committee, the funds from fundraising, sponsorship, donations, and advertising, and the funds from registration will constitute all the revenue in the budget.
- The host committee needs to see the actuals in revenue from prior years' host committees in order to create accurate projected revenue that will inform the overall conference budget.
- The cost of the competitions, activities, awards, materials, meals, audio/video equipment, venue, gifts, and the speakers will constitute the expenses of the budget
- The funds from fundraising and registration will need to be estimated in the first version of the budget.
- The Tribal Colleges determine if any leftover revenue will be distributed back to the host committee Tribal Colleges or if the leftover funds will remain in the account for when the committee hosts their next student conference.
- A final financial report needs to be provided to AIHEC at the conclusion of the conference for recordkeeping purposes.

## **FUNDRAISING, ADVERTISING, & EXHIBIT BOOTHS**

AIHEC Student Conference Fundraising, Advertising, and Exhibit Booths:

- Fundraising, advertising, and exhibit booths will be handled by one Tribal College of the host committee.
- Contact known organizations (AISES, etc.) to ask for funding contacts and strategies.
- A cumulative list of donors needs to be provided from the previous year's host committee which will be passed on to the following year's host committee at conclusion of each conference.
- Contact federal agencies (Department of Energy, Coast Guard, DoD, etc.), individual and local TCU partners (Other local universities, AICF, Intel, etc.), local tribal entities (government, casinos, individual retailers, etc.), and local chambers of commerce to request funds or assistance.
- Offer levels of advertising to the entities dependent upon their level of sponsorship.
- Sponsors need to be recognized for their level of sponsorship throughout the conference including gifts, announcements, program emphasis, etc.
- Media of advertising include the conference program, exhibit booths, banners, signage, etc.)
- Unlike registration, fundraising, sponsorship, donations, etc. do not have a deadline and never close.
- TCUs will pay for any required exhibit booth space except for the Tribal Colleges included in the host committee.
- Exhibit booths are available starting the day before the opening ceremony and close before the awards banquet.
- The number of exhibit booths available is limited to the size of the room available.
- To attract traffic of students into the exhibit booth area, place food and/or beverage with the exhibit booths. Even with the presences of vendors selling items, the exhibit booth area is known to be empty without incentive. Make the exhibit booths as visible as possible. Ask the venue for side space in the hallways or foyers.

## CONFERENCE VENUE

### AIHEC Student Conference Venue:

- One or more Tribal Colleges from the host committee will determine a location city for the AIHEC Student Conference centralized for their region.
- The host committee will request bids from approximately three venues in the area capable of hosting the 4-day AIHEC Student Conference.
- Local resources and accommodations, such as hotel, restaurants, airport, transportation, etc. will be taken into consideration.
- The venue shall have available meeting space to schedule all workshops, competitions, and meetings of the conference. This might require a coordination of multiple venues depending on a location's city and the number of expected participants.
- Confirm that the conference venue does not contain any offensive, demeaning, or troublesome memorabilia or shops in the surrounding neighborhood.

## CONFERENCE THEME & LOGO

### AIHEC Student Conference Theme & Logo:

- One of the first steps in the process. The Theme and logo should be determined as close to a year out from the student conference as possible. Without a logo: the website cannot go live, T-shirts and programs cannot be ordered, and keynote speakers and workshops cannot be arranged. Without a live website, important information cannot be provided to the participants such as location, competition rules, and materials (knowledge bowl books). Without a theme or logo, a chain reaction of events cannot take place and it brings planning to a halt.
- Every member Tribal College of the host committee will suggest a theme for the student conference and the committee will vote on the best idea.
- Announcing the theme, the host committee will hold a student competition for a complementary logo.
- The theme and logo shall be determined prior to launching the website and pre-registration.
- Ultimately, the logo will be branded on all products created by the host committee, including T-shirts, publications, banners, websites, social media, etc.
- The conference theme will guide the topics of the workshops, plenary talks, and the scheduled workshops at the AIHEC Student Conference.

## LOGO COMPETITION FORM

Basic Elements/Requirements: **Due on [Deadline]**

The AIHEC Student Conference [Region] Host Committee invites any AIHEC student to submit a logo design for the AIHEC [Year] Student Conference which will be held in [Conference Location] at the [Conference Venue], [Conference Dates]. The logo will complement this year's Conference theme, [Conference theme], and will be used on the [Region] Host Committee's website and the AIHEC Student Conference materials including the program, agenda, banners, and T-shirts. Please follow the design parameters below provided by the [Region] Host Committee.

-Name: AIHEC [Year], American Indian Higher Education Consortium

-Typography [Example]: Helvetica (regular, **bold**) and Gotham (**bold**)

-Color Palette [Example]: #f9df06, #2594b9, #e1263d, #2d2a2a

-Size/Format [Example]: 750px high, 540px wide, 300ppi, PNG 24

Web Header Logo [Example]: 125px high, 90px wide, 72ppi, PNG 24

### **NAME/BRAND:**

In 1972, six American Indian tribally controlled colleges established the American Indian Higher Education Consortium (AIHEC) to provide a support network as they worked to influence federal policies on American Indian higher education. Today, AIHEC has grown to 37 Tribal Colleges and Universities (TCUs). Each of these institutions was created and chartered by its own tribal government for a specific purpose: to provide higher education opportunities to American Indians through programs that are locally and culturally based, holistic, and supportive.

Through AIHEC, our colleges continue to work together to influence policy and establish programs in all facets of higher education. They receive technical assistance in key areas; network with one another, federal agencies, other institutions, and potential partners; mentor new institutions; and plan new initiatives to address evolving areas of need.

AIHEC provides leadership and influences public policy on American Indian higher education issues through advocacy, research, and program initiatives; promotes and strengthens Indigenous languages, cultures, communities, and tribal nations; and through its unique position, serves member institutions and emerging TCUs.

TCU students, please attach your submissions (2) via email to: [Logo Competition Coordinator email]

## HOTEL BLOCK

### AIHEC Student Conference Hotel Block:

- Once the Conference Venue is confirmed, and almost at the same time, a block will be reserved by the host committee at each local hotel.
- The host committee will need to estimate the number of participants to anticipate for the conference. Although a change in the host city from year to year might alter the number of expected lodgers, the committee might wish to issue a lodging survey to the participating Tribal Colleges from the previous year's conference to obtain rough estimates of the hotel rooms used the previous year.
- Once the estimate is determined, the host committee will notify the local hotels of their estimated need for rooms on the dates selected for the student conference.
- Once the local hotels are identified and notified, the host committee will post the hotel information on the student conference website for the other TCUs to begin making reservations.
- If negotiating with multiple hotels, require the hotels to offer the same rate (or within \$10 of each other).
- Double occupancy rooms will be in high demand and the host committee will need to block double occupancy rooms near the conference venue first. The host committee should consider negotiating a certain number of double occupancy rooms rather than simply a "Run of the House".
- Many colleges will book their hotel rooms one month prior to event. If the host committee want to help with later attrition rates, then they can release the rooms early enough to allow the hotel to re-sell them. Consider a reduction clause to reduce the block at a certain time if not filled.
- Based on an attendance near one thousand (1,000) participants, expect to contract between two thousand (2,000) and twenty-three hundred (2,300) room nights.



## MEALS & REFRESHMENTS

### AIHEC Student Conference Meals and Refreshments:

- Meals and refreshments will be the biggest expense of the AIHEC Student Conference budget. The host committee will need to assess their available money from seed funds, their expected revenue from registration and sponsorship, and their expected expenses from the individual events, the venue, and the speakers to set a budget for meals and refreshments. Cost typically \$100,000+.
- A meal will be required at the awards banquet. The conference venue will have menu options or will know the third-party catering options.
- Moderate snacks and refreshments will be made available throughout the student conference near or at the registration booth.
- While remaining within the meals and refreshments budget outlined by the host committee, workshops, competitions, student activities, plenaries, and individual meetings might request food and refreshments to be included within their individual competition's budget to serve at their event. The coordinators of each individual event will need to know the menu options or third-party caterer and work with the primary coordinator to make their order.
- The art exhibit and competition usually has a reception with food and refreshments after the judging of the competition where the winners of each category are announced.
- Meals and refreshments need to be finalized and confirmed with the conference center/venue staff at least two weeks prior to the conference. The conference venue or third-party caterer might have a separate, earlier deadline.
- Meals and refreshments can be used as incentive for student participation in speaking sessions.
- Host committees have been known to provide a welcome reception on the first day and a banquet for any evening keynote speakers during the conference.

## MEETING & COMPETITION SPACE

### AIHEC Student Conference Meeting and Competition Space:

- Using a list from the previous host committee, the current host committee will need to have a complete list of the meetings, competitions, and workshops planned for the conference to coordinate space for all the events.
- The host committee will identify available space for each event and map out the entire conference at the anticipated venue. Edits to the map will be made as events are modified and needs are altered.
- The available space will dictate the scheduling and, ultimately, the agenda. Therefore, meeting and competition space will need to be determined before the programs with the agenda are sent to the printer optimistically three months in advance.
- Once the room space is finalized, each separate event's coordinator will need to make their requests for necessary room equipment based upon their event including, A/V, projectors, projector screens, tables, chairs, lectern, and/or meals and refreshments.
- Last minute changes will always happen and clear signage at the registration tables, or correction notes in the programs, can help mitigate confusion. The host committee might wish to use a large Master Board near the registration table that clearly outlines every event, its assigned room, and the schedule and timing of the event.
- The host committee may choose to have an Elder's room where seats and tables are available along with snacks and refreshments throughout the conference.
- The host committee will need:
  - One staff office room, out of the way, with secure access for storage and to serve as a command hub.
  - One committee meeting room for 40-50 people for daily morning meetings (could be the same as above).

## **AGENDA & SCHEDULING**

### AIHEC Student Conference Agenda and Scheduling:

- The host committee will need to know and schedule all the events, competitions, presentations, speakers, and workshops and then create the agenda to include in the program.
- The program will need to be printed and the printer will determine the cost and the deadlines.
- Once the agenda is finalized, the host committee will need to post the final agenda on the website and social media.
- Any last minute changes will need to have clear signage at the conference, have a possible insert in each program, and be posted on the website and on social media.

## STUDENT CONFERENCE PROGRAM

### AIHEC Student Conference Program:

- The student conference program will need to be professionally printed.
- The student conference logo and theme will need to have been selected and approved.
- The host committee will need to collect bids from designers and printers and select the best price for the quality.
- The program is a source of revenue for sponsors and donors. The host committee might wish to contact the previous year's host committee for previous donors and sponsors.
- The conference program will be distributed to each participant who registers for the student conference along with their name badge and a lanyard.
- The typical student conference program contains:
  - A welcome letter from a TCU President from the host committee
  - A welcome letter from the governor of the state where the student conference is held.
  - An agenda with times and locations for competitions and other events and functions
  - Keynote speaker biographies
  - Times and locations of the workshops and presentations and their descriptions/abstracts and presenters
  - Advertisements from sponsors and donors
  - An advertisement for the Pow-Wow
  - A final page or two for notes.

## WEBSITE & SOCIAL MEDIA

### AIHEC Student Conference Website and Social Media:

- The host committee will need to have a centralized online resource for potential participants and registered participants to obtain information. The information needs to be released on the website in two stages.
  - Stage one will be release early in the planning process around eight months to a year from the event and include:
    - The AIHEC Student Conference Handbook
    - Sponsorship and Program Ad Registration
    - Dates and General Notifications
    - Conference Venues and Hotel Information
    - Maps of the local area and the venues
    - Contacts
  - Stage Two will be released as soon as possible after stage one, and no later than November prior to the event, and will include:
    - Registration including required forms and payment processing capability using a payment service (Paypal, etc.).
    - Registration Confirmation (Master list of all competitions and competitors)
    - Competition Forms
    - Registration and Roster forms
    - Judging Forms
    - Rules
    - Agenda
    - Deadlines
- The registration website will need to follow the guidelines under the Registration section of this Handbook and will need to be configured to generate reports of the participants and their various involvements in the competitions.
- One of the host committee Tribal Colleges will host the link to the student conference website on the homepage of their Tribal College website.
- The same host committee Tribal College with the task to host the website will also host a Facebook page for up-to-the-minute updates and sharing files such as images.
- The host committee will need to post local transportation options for fellow TCUs on the AIHEC Student Conference website.

## **WORKSHOPS & PRESENTATION REGISTRATION**

AIHEC Student Conference Workshop and Presentation Registration:

- The host committee will need to determine if they wish to have workshops and presentations at their student conference. The decision is mainly dependent on the space available at the conference venue.
- The host committee will need to make suggestions for workshops and presentations or panels (STEM, TCUs, Behavioral Health, etc.) based on the student conference theme.
- The host committee sends letters and emails to potential presenters.

## KEYNOTE SPEAKERS

### AIHEC Student Conference Keynote Speakers:

- The host committee will need to compile a list of potential speakers and have a determined budget for speakers.
- Each Tribal College that composes the host committee will suggest at least one speaker their students want to speak at the student conference.
- If chosen, each Tribal College will contact their speaker(s) and determine the cost and schedule of the speaker(s).
- In some instances, a Tribal College President in the host committee will need to write a letter to invite the speaker and have the rest of the Tribal College Presidents sign the letter for endorsement. In most instances, a member of the host committee will know the speaker and invite them to speak.
- The host committee will determine a final list of the speakers and make arrangements to secure the speakers for a set time during the student conference.
- There are generally four keynote speakers: one for each of the three mornings of the student conference and one more keynote speaker on the final evening of the student conference at the awards banquet.
- All the competitions need to be suspended during any keynote speaking sessions whether that session occurs in the morning or evening.

## **OPENING SESSION: PARADE OF FLAGS**

### AIHEC Student Conference Opening Session – Parade of Flags:

- On the first morning of the student conference the host committee representative will introduce the conference, hold an invocation, present the colors by a color guard, and then introduce each participating college in alphabetical order as they parade into the opening session hall and arrange in order around the large hall.
- Each participating Tribal College will have their institution's flag with them.
- The Opening Session hall is usually the same hall as the evening Pow-Wow and the final Awards Banquet. The space needs to be long or wide enough to support a parade of all the participants of the conference (~1,000 students, faculty, staff, and administration).
- Clear signage and strong volunteer support will be needed to arrange the colleges in alphabetical order for the procession.
- The opening session is an opportune time to speak to the student conference about last minute updates, outline the activities and locations, and host the first keynote speaker or plenary session.
- Most student participants will leave immediately after they parade into the hall with their flags because the competitions will begin. If a plenary or keynote speaker is scheduled, they shall speak **AFTER** the parade of the flags but **BEFORE** the competitions begin for the day.



## STUDENT ACTIVITIES

### AIHEC Student Conference Student Activities:

- The host committee will need to coordinate with the AIHEC Student Congress (ASC) advisors and officers, especially the ASC Regional Representatives, to determine their level of involvement.
- Generally, the ASC and *Tribal College Journal* will want to host a Poetry Slam on the evening before the opening ceremony and parade of flags.
- The ASC may also want to host a talent show or fashion show or dance or other social event on the evening that the Pow-Wow is not scheduled.
- The ASC Officers may run other competitions such as the film festival.
- The ASC will host a Candidate Speech event for their elections on the final day of the conference. The event would be best in the most visible meeting space with a lectern and a microphone.
- All student congress-arranged student activities will benefit from snacks and refreshments, though the ASC may help with expenses or cover them completely within their budget.

## **POW-WOW**

### AIHEC Student Conference Pow-Wow:

- The host committee will determine budget for the Pow-Wow.
- One Tribal College of the host committee will need to arrange a Pow-Wow on either the second or third to last evening of the student conference.
- The one Tribal College of the host committee will determine if the Pow-Wow will be a competition Pow-Wow or a traditional Pow-Wow.
- Local Native, tribal, and political community members are welcomed and encouraged to participate.
- Local professional Pow-Wow groups will be contacted for drummers, dancers, head staff, etc.
- The Pow-Wow program will be planned including but not limited to grand entry, flag song, color guard, exhibitions, drum competitions, etc.

# AWARDS BANQUET

### AIHEC Student Conference Awards Banquet:

- An awards banquet will be held on the final day of the student conference.
- The awards banquet can be held in the same large meeting room as the opening session and can expect to have a similar number of people attend.
- A served or buffet meal generally is provided. This meal is one of the highest contributing expenses to meals and refreshment costs.
- A stage will need to be provided along with a lectern and a microphone on the stage as well as a wireless microphone for use on the floor by presenters.
- An invocation is required prior to the meal and a keynote speaker or musical guest is acceptable while guests eat.
- The AIHEC Student Congress officers will have the collected list of all winners from the competitions and will present all the awards in a manner that moves the banquet along without interruptions or pauses. The names of the winners for each competition will be printed on the Final Student Awards Form and provided to the Student Congress Officers.
- The awards/trophies need to be lined up, in order, on the awards table either immediately off-stage, below the stage, or another specifically designated area to help with time-efficiency. An official photographer can be designated to take photos of all winners.
- All pictures of winning teams and individuals will take place off-stage, either below the stage or in the front corners of the banquet hall.
- The final presentation will be made by an AIHEC Student Congress advisor to announce and introduce the new officers of the AIHEC Student Congress for the upcoming fall and spring semesters.
- Awards Banquet Control Process:
  - Determine maximum number of seats in banquet room reserved
  - Published the maximum seating capacity on registration website
  - Registration team monitored the number of tickets included in registration packets as well as all additional sales. This is an ongoing task.
  - Calculate Final Guaranteed number of meals and report at least seventy-two (72) hours prior to event
  - Communicate the guarantee number of tickets to catering
  - Determine cut off time for on-site ticket sales
  - Determine the number of tickets to be sold on-site
  - Reconfirm new number of tickets with catering

## Final Student Awards Form

Competition	1 <sup>st</sup> Place Name	2 <sup>nd</sup> Place Name	3 <sup>rd</sup> Place Name

## STUDENT AWARDS

### AIHEC Student Conference Student Awards:

- All the awards will be standardized from year to year to promote similar reward for similar accomplishments.
- The host committee will be provided the awards budget from the year before and purchase the same awards for all the events and competitions and for all places: 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> place.
- 1<sup>st</sup> placers will be awarded with a jacket with the student conference logo. If ordering jacket sizes become problematic for non-team competitions, other host committees have suggested \$100 cash prize for first place.
- 2<sup>nd</sup> placers will be awarded with a trophy or equivalent.
- 3<sup>rd</sup> placers will be awarded with a plaque or equivalent.
- No coordinator or coach may supplement the provided host committee awards with additional rewards or accolades at the student conference awards banquet.

## **PRE & POST HOST COMMITTEE MEETING**

AIHEC Student Conference Pre and Post Host Committee Meeting:

- The host committee will need to have a sit down meeting prior to the start of the conference to confirm all tasks, responsibilities, and assignments.
- Discussions shall be made for contingencies, last minute changes or updates, competition disputes, emergency plans, areas of logistical trouble and areas of concern, and safety.
- The host committee will need to host a sit down meeting after the end of the student conference to make recommendations to improve the handbook and assist the next year's host committee. The meeting might need to include key members of the next host committee
- Discussions to include lessons learned, approval of new competitions and new strategies, difficulties, successes, safety concerns, and finally, recording helpful contacts for future conferences. The discussion will culminate in the final report detailed next.
- At the conclusion of the AIHEC Student Conference all data gathered by a host committee from the conference will be consolidated into a unified report. Data will include lead coordinator and important contacts made (sponsors, businesses, coordinators, speakers, presenters, partners, etc.), financial numbers (individual revenue streams, individual expenses, insurance required, sponsorships, donations, etc), registration numbers (general, student, elders, etc), and problems encountered and lessons learned. The final report will be submitted to the Central AIHEC office in Alexandria, VA for archiving, incorporation into the AIHEC Student Conference Handbook, and for use by the next host committee.
- The host committee may issue an evaluation in the registration packet to each participant and incentivize the participants to submit the evaluation by holding a raffle at the student awards banquet.

### Part Two: Competitions

Each year, the host committee will be responsible for the specific coordination of the individual competitions at the annual AIHEC Student Conference. A coordinator will be selected by the host committee to plan and run each competition. The coordinator is usually a host committee TCU faculty or staff member. Coordination of each competition includes distribution of the rules and registration form to the student participants, selecting impartial judges and assistants (if necessary), and setup and execution of the competition at the conference. The following documents of the AIHEC Student Conference Handbook will assist the coordinators of the individual competitions. All the competitions need to be suspended during any keynote speaking sessions whether that session occurs in the morning or evening.

Six (6) competitions are subjective and they require possibly paid, non-partial judges:

- Critical Inquiry
- Film Festival
- Mr. & Ms. AIHEC
- One-Act Play
- Speech
- Web Page Design

The events which are coordinated each year but do not require standardizing are listed below.

***Tribal College Journal's Writing Contest*** - Each year, the winning entries of the TCJ's writing and cover art competitions are featured within the fall issue of *Tribal College Journal*. The *TCJ Student Edition* provides the students with incentives, exposure, and material for their resumes. Student support services administrators use it for recruitment and for encouraging students. TCJ encourages students to submit their best work (proofread and edited) for consideration.

***Tribal College Journal's Art Contest*** - Each year, we seek artwork to use on the cover of the *Tribal College Student*. To be considered for the *Tribal College Student* cover, send high resolution images of your artwork. The image itself can be the art form (painting, drawing, or photograph) or it can be a photograph of a three-dimensional object, such as a sculpture.

**5k Fun Run** – the 5K fun run can be organized each year by a coordinator from the host committee. A safe and well-marked route is the only requirement.

# ARCHERY

## Required Competition

### AIHEC Archery Competition Objectives:

- Reinforce a refined cultural activity with rich American Indian history.
- Strengthen existing archery programs at TCUs and stimulate new interest in the sport.
- Showcase talent and skills.

### AIHEC Archery Competition Rules

1. The only permitted bows are Traditional bows (re-curve, long bow, etc.); no compounds or sights.
2. Bows and arrows will not be provided onsite.
3. Each team shall have at least one (1) coach.
4. Teams shall have four (4) shooters to qualify for Men's and Women's team awards. There will also be Men and Women Individual high score awards. If a college does not have four (4) men or four (4) women to complete, there can be an option for a team with a mixture of men and women to be a four (4) person team and compete in the Men's category.
5. A college that has less than a four (4) person team shall have the three (3) or less archers compete in the individual Men's or Women's bracket.
6. Registration forms shall be submitted to the archery coordinator one week prior to the coach's meeting the evening before the competition.
7. Line Infractions: In each round, first time line violations will get a warning and the second time, a disqualification.
8. There will be a practice time thirty (30) minutes prior to the start of shooting. Once competition starts archers will begin to shoot.
9. Depending on the site and the year, each archer will only shoot a certain number of arrows per target. Shooters can only place the number of arrows in their quiver that are needed for each shot. Each shooter needs to bring their own traditional bow and five to ten (5-10) arrows. All arrows should be marked by individual archer with initials. The maximum diameter of an arrow shaft will not exceed 9.3mm.
10. Scoring: ten (10) points for bull's-eye and inner ring, eight (8) for outer ring, and five (5) for body. When an arrow is on the borderline, a judge should be consulted, and the higher score will be awarded.
11. Each shooter will be paired with another shooter from a different team, and they will be responsible for filling out each other's score card. There will be judges available to answer any questions/settle disputes.
12. Scores from each round will be combined for an Overall Score.
13. All scorecards shall have the shooter's name and school affiliation printed neatly and shall be signed by the shooter.



## AIHEC Student Conference Handbook

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14. Teams will shoot according to the schedule, please arrive at least fifteen (15) minutes in advance.
15. There are two (2) rounds of shooting on two (2) separate days and all shooters shall shoot both days. Scheduling conflicts are to be mentioned and worked out at the coach's meeting. An individual round involves an archer to shoot three (3) arrows, ten (10) ends to equal a thirty (30) arrow round. A perfect score is three hundred (300).
16. There will be a coach's meeting the evening prior to the start of the competition; every coach shall be present at the meeting to check in their teams.
17. Team competition: Teams are seeded based on the four scores in from the individual round of predetermined Men's and Women's team roster. The coach must designate the four (4) archers who will officially represent the team before the official practice starts on the first day of competition. The bracket will be completed using this seeding method. The highest combined score from the four (4) archers will receive the first seed.
  - a. The team round is an elimination round.
  - b. Each team member will shoot one (1) arrow, one after another until all four archers have shot.
  - c. Each match will have twelve (12) arrows scored until three (3) ends is achieved.
  - d. The team with the highest combined score will move into the next bracket.
  - e. This format continues until only a winning team remains.

# AIHEC Student Conference Handbook

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## Official AIHEC Archery Roster Registration Form

This form shall be submitted by *[Insert DEADLINE]*

Submit the form to: *[Insert AIHEC Host Committee/Archery Coordinator Contact Information]*

Tribal College: \_\_\_\_\_

Team Name: \_\_\_\_\_

Head Coach: \_\_\_\_\_

Head Coach Email: \_\_\_\_\_ Phone: \_\_\_\_\_

*Please type or print legibly.*

	First and Last Name	Team or Individual	Gender or Mixed	Adequate Equipment?	Preferred Shoot Time
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					

I certify that the Tribal College participants listed on the roster meet all eligibility guidelines of the American Indian Higher Education Consortium (AIHEC) and are eligible to participate in the AIHEC Student Conference.

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Signature – Archery Coach

Date

## Archery Competition Scorecard

Student Name: \_\_\_\_\_

School: \_\_\_\_\_

Team or Individual: \_\_\_\_\_ Gender: \_\_\_\_\_

Scores: Bull's-eye and Inner Ring 10, Outer Ring 8, Body 5, and a Miss 0.

Mark arrows before scoring.

Shot 1:\_\_\_\_ Shot 3:\_\_\_\_ Shot 5:\_\_\_\_ Shot 7:\_\_\_\_ Shot 9:\_\_\_\_

Shot 2:\_\_\_\_ Shot 4:\_\_\_\_ Shot 6:\_\_\_\_ Shot 8:\_\_\_\_ Shot 10:\_\_\_\_

Initial: \_\_\_\_ Initial: \_\_\_\_ Initial: \_\_\_\_ Initial: \_\_\_\_ Initial: \_\_\_\_

Shot 11:\_\_\_\_ Shot 13:\_\_\_\_ Shot 15:\_\_\_\_ Shot 17:\_\_\_\_ Shot 19:\_\_\_\_

Shot 12:\_\_\_\_ Shot 14:\_\_\_\_ Shot 16:\_\_\_\_ Shot 18:\_\_\_\_ Shot 20:\_\_\_\_

Initial: \_\_\_\_ Initial: \_\_\_\_ Initial: \_\_\_\_ Initial: \_\_\_\_ Initial: \_\_\_\_

Total Score: \_\_\_\_\_

### ARCHERY COMPETITION GUIDELINES AND PROCEDURES

- The archery coordinator is chosen by the host committee. The archery coordinator will reserve or rent out an appropriately-sized, local archery range nearby the student conference.
- The archery coordinator will provide periodic updates to the host committee concerning registration numbers and the cost of the archery range.
- The archery coordinator may use the proven rules from above and make adjustments as the need arises to adapt to the specific host location and range, participant-entry size, budget limitations, etc.
- The archery coordinator will need to recruit ~five to ten (5-10) people (faculty, staff, or students) to assist with judging, safety, onsite scheduling and registration and on-site setup at the conference range.
- Suggested Checklist of Materials to bring to the conference: Score cards for each participant; master spreadsheet of the registered students; the master schedule for the competition; and as many extra arrows, bows, and targets as possible.
- An offsite, local archery range will need to be rented out for at least two (2) days. A site with animal targets is preferred. All targets should be unmarked whether 3-D or target with a maximum distance. There should be some language distinctions between 3-D targets and face targets.
- Have a firm registration deadline. Postmarked, faxed, emailed, etc. at least seven (7) days before the start of the conference. No exceptions.
- Enter registered students into a master spreadsheet by college/coach and then by team to ease the checking in process at the conference.
- The coordinator arrives at the conference at least a day before the competition to host a coach's meeting in the evening to check in the teams and confirm the schedule based on any changes with other competitions.
- There shall be at least two (2) floating judges besides the archery coordinator. Both judges will act as line-judges, spot-judges, and monitor and enforce range safety. There will be distinct lines for shooting line, waiting line and spectator lines. Line judges will be present during all sessions. No tape measures or rangefinders allowed. No earphones at shooting line.
- Once the conference begins, the coordinator is responsible for all logistics including any rolling changes in the participant scheduling due to other competitions, managing the turns for the ten-twenty (10-20) shooting lanes at the range, tracking all the scoring, and working with the range owner or manager.
- It would be helpful for the coordinator to include the specific details of the competition (based on the limitations of the range) such as the type of targets and number of arrows needed per round.
- All competition bows and arrows need to be inspected before archers are allowed to compete.
- The coordinator collects all the score cards and determines the winner for each category: Men's Team, Women's Team, Men's Individual, and Woman's Individual. The winners are reported by the host coordinator to the awards banquet coordinator.
- If a college cannot assemble four (4) men or four (4) women for a team, the coordinator can decide to permit a mixed team of four (4) men or women to compete in the Men's Team category.

## **ART EXHIBITION**

### Required Competition

#### AIHEC Art Exhibition and Competition Objectives:

- Strengthening existing Art programs at Tribal Colleges and Universities.
- Provide an incentive for the production of quality art pieces.
- Showcase a variety of tribally significant art pieces.
- Provide a forum for tribal college students to showcase talent.
- Provide a potential market for TCU student artwork.

#### AIHEC Art Exhibition and Competition Rules

1. All artwork shall be completed by college students attending an AIHEC-affiliated TCU Institution.
2. A representative may accompany artwork from the artists' sponsoring college.
3. A living artist shall have produced all entries within the last two (2) years.
4. A selected panel will judge all entries.
5. Student attendees will have a chance to vote for a special 'Peoples' Choice' favorite.
6. All entries marked 'for sale' shall be accompanied by the artists' permission for the sale of such art, however, the student will need to provide contact information to the interested party or parties for a personal sale upon conclusion of the conference.
7. Artists may enter all categories, but only one (1) entry per category. Entries shall remain physically on-site for the duration of the competition in order to be eligible for awards.
8. Registration forms shall accompany all artwork submitted for the competition.
9. The conference will not be responsible for lost, damaged, or stolen items. Security will be provided while the art is on display.
10. Students are responsible for the transportation of their artwork to the conference and the removal and transportation of the artwork at the end of the conference.
11. Video, light, and other extreme mixed-media art creations are strongly encouraged for art exhibition and competition entry.
12. Art pieces with particularly extra detailed instructions will be curated and set up by submitting art student or by their official College representative.

# AIHEC Student Conference Handbook

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## Official AIHEC Art Exhibition and Competition Registration Form

This form shall be submitted by *[Insert DEADLINE]*

Submit the form to: *[Insert AIHEC Host Committee/Art Exhibition Coordinator Contact Information]*

Artist Name: \_\_\_\_\_ Date: \_\_\_\_\_

Tribal College: \_\_\_\_\_ Piece for Sale (Y/N and Price): \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

**Division and Category – There is no limit on the number of categories entered, however, there is a limit of one (1) entry per category, per person. Each art piece shall be accompanied by a registration form. When presenting artwork, please make sure to include presentation card (card stock) with name, title of artwork, category/type and Tribal College (with each artwork piece). Make a copy of form for student and one for TCU (file purposes). All art pieces shall be entered in a category listed below. Check correct box below:**

### Division 1 – Traditional (50% or more of one or more of the following)

Categories:      Bead \_\_\_\_\_      Leather \_\_\_\_\_      Quilt \_\_\_\_\_      Textiles \_\_\_\_\_      Dimensional \_\_\_\_\_

Title of Artwork: \_\_\_\_\_

### Division 2 – Contemporary (50% or more of one or more of the following)

Categories:      Drawing \_\_\_\_\_      Painting \_\_\_\_\_      Digital Design/Digital Art \_\_\_\_\_      Photography \_\_\_\_\_

                         Ceramics/Pottery \_\_\_\_\_      Jewelry \_\_\_\_\_      Sculpture \_\_\_\_\_      Mixed Media \_\_\_\_\_

By checking the line below, the student also enters the *Tribal College Journal* art contest and gives permission to have submissions photographed for inclusion in the *TCJ Student* art contest. Contestants recognize that this form will serve as the official entry form for said contest and that TCJ may publish the student's work in in *Tribal College Journal*, *TCJ Student*, and all related publicity materials.

\_\_\_\_\_ Yes, I would like to enter the TCJ art contest.      \_\_\_\_\_ No, I do not wish to enter the TCJ art contest.

Title of Artwork: \_\_\_\_\_

Description of Artwork: \_\_\_\_\_

Artists Signature: \_\_\_\_\_ Date signed: \_\_\_\_\_

Advisor Signature: \_\_\_\_\_ Graduation Year: \_\_\_\_\_

I certify that the TCU artist registered above meets all eligibility guidelines of the American Indian Higher Education Consortium (AIHEC) and is eligible to participate in the AIHEC Student Conference.

---

Signature

Date

## Art Exhibition Judging Form

Student Name: \_\_\_\_\_

School: \_\_\_\_\_

Category: \_\_\_\_\_ Type: \_\_\_\_\_

Title of Artwork: \_\_\_\_\_

Score on 1-10

Beauty: \_\_\_\_\_ Skill: \_\_\_\_\_ Inherent Meaning: \_\_\_\_\_ Uniqueness: \_\_\_\_\_ Fulfilled  
Intent: \_\_\_\_\_

Comments: \_\_\_\_\_

Total Score: \_\_\_\_\_

### ART EXHIBITION GUIDELINES AND PROCEDURES

- The art exhibition coordinator is chosen by the host committee. For the host committee to reserve an appropriately-sized conference room, the art exhibition coordinator will provide periodic updates to the host committee concerning registration numbers and category of entries.
- The art exhibition coordinator may use the proven rules from above and make adjustments as the need arises to adapt to the specific host location, participant-entry size, budget limitations, etc.
- The art exhibition coordinator will need to recruit ~ ten (10) people (faculty, staff, or students) to assist with security and on-site setup at the conference.
- Suggested Checklist of Materials to bring to the conference: extra registration forms; master spreadsheet of the registered students and their entries; a judging form for each entry; a ribbon for 1, 2, and 3 place winners for each category; a possible 'people's choice' ribbon for each category; duct tape and extension cords for mixed media entries; as many easels as possible; table skirting to hide the storage space under the tables; and ribbons for the judges to wear as they judge the competition.
- A large conference room will be required: As the competition grows, in terms of subject matter as well as participation, more and more space is needed to display the submitted artwork. The bigger the space the better.
- Have a firm registration deadline. Postmarked, faxed, emailed, etc. at least ten (10) days before the start of the conference. No exceptions.
- Enter registered students into a master spreadsheet by category and then in alphabetical order to ease the checking in process at the conference. Name; College; Tribe; Category; Title of Artwork.
- The coordinator arrives at the conference at least a day before the art exhibition to setup the conference room and begin accepting registered artwork to display. Every displayed piece of artwork shall have a corresponding registration form attached. Only students entering a work of art, or their representative, may enter the room until the start of the conference to setup their artwork.
- Organize the setup of the room by art category.
- Once the conference begins, the coordinator or other authorized individuals shall be present whenever the conference room is unlocked.
- Mingling students and faculty may vote for their favorite artwork in each category. (People's choice award)
- On the last day of the conference at midday the judges (selected from the host colleges or by the host coordinator) will gather in the room for judging. The judges judge by consensus using the judging form as a guide, selecting a 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> place for each category. Takes ~ two to three (2-3) hours depending on the number of entries.
- The host coordinator will have a select ribbon for 1<sup>st</sup> place, 2<sup>nd</sup> place, 3<sup>rd</sup> place, and the People's Choice. The winners are reported by the host coordinator to the awards banquet coordinator.
- The art exhibition and competition's awards can be awarded at a separate reception to avoid lengthening the larger awards banquet on the final evening.
- The host coordinator will work with the editor and publisher of *Tribal College Journal* to facilitate access and photographing student art entries for inclusion in the *TCJ Student* art contest.



## **BUSINESS BOWL**

### Required Competition

#### AIHEC Business Bowl Competition Objectives:

- Strengthen existing Business programs at TCUs and stimulate new interest in Business.
- Showcase talent and skills.

#### AIHEC Business Bowl Competition Rules

1. Teams shall have all four (4) team members present. Each team member will have a handheld buzzer switch to control. Teams may have one alternate.
2. Teams will be organized into brackets for double elimination rounds.
3. A team coach shall be present.
4. Each round is a twenty (20) minute block.
5. The first team to answer twenty (20) questions correctly, or the team with the most correctly answered questions at the end of twenty (20) minutes, is deemed the winner.
6. Only paper and pencil will be permitted. No electronic devices.
7. The only question types are 'fill in the blank', true or false, and determining definitions.
8. Questions will come from the following areas of business: Personal Finance, Accounting, Economics, Marketing, and Management.
9. The first team to buzz in gets to answer the question; each team gets five (5) seconds to answer the question correctly; if time expires or the first team answers incorrectly the second team has a chance to answer the question correctly within five (5) seconds.
10. Every question is worth the same number of points.
11. The judge and mediator will keep track of the overall score.
12. Registration forms shall be submitted to the Business Bowl coordinator at least one (1) week prior to the start of the competition.

# AIHEC Student Conference Handbook

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## Official AIHEC Business Bowl Roster Registration Form

This form shall be submitted by *[Insert DEADLINE]*

Submit the form to: *[Insert AIHEC Host Committee/Business Bowl Coordinator Contact Information]*

Tribal College: \_\_\_\_\_

Team Name: \_\_\_\_\_

Head Coach (optional): \_\_\_\_\_

Point of Contact email: \_\_\_\_\_ Phone: \_\_\_\_\_

*Please type or print legibly.*

	First and Last Name
1	
2	
3	
4	
5	(Alternate)

I certify that the Tribal College participants listed on the roster meet all eligibility guidelines of the American Indian Higher Education Consortium (AIHEC) and are eligible to participate in the AIHEC Student Conference.

---

Signature – Business Bowl Point of Contact

Date

### BUSINESS BOWL COMPETITION GUIDELINES AND PROCEDURES

- The Business Bowl coordinator is chosen by the host committee. The Business Bowl coordinator will reserve an appropriately-sized Business Bowl location depending on whether an audience will be permitted. If an audience will be permitted to attend then a large conference room will be required; if no audience will be permitted then the coordinator can reserve a classroom-sized room.
- The Business Bowl coordinator will provide periodic updates to the host committee concerning registration numbers and the cost of the Business Bowl supplies and buzzer technology.
- The Business Bowl coordinator may use the proven rules from above and make adjustments as the need arises to adapt to the specific host location, participant-entry size, budget limitations, etc.
- The Business Bowl coordinator might need to recruit ~ two (2) people (faculty, staff, or students) to assist with judging, onsite scheduling, monitoring, and registration and on-site setup of the conference room.
- Suggested Checklist of Materials to bring to the conference: Large dry erase board for the official bracket; master spreadsheet of the registered students/teams; questions for at least forty (40) matches; and the buzzer equipment.
- The Business Bowl coordinator will need to acquire buzzer equipment which is necessary to regulate the time limits and judge which team buzzed-in first.
- Have a firm registration deadline. Postmarked, faxed, emailed, etc. at least seven (7) days before the start of the conference. No exceptions.
- Enter registered students into a master spreadsheet by college/team to ease the checking in process at the conference.
- The coordinator arrives at the conference at least a day before the competition to setup the room reserved for the Business Bowl with at least two (2) tables and to make sure the buzzer equipment works correctly.
- The coordinator may also be the judge and the mediator for the competition but the questions should be pulled from TCUs business textbooks and should be developed with help from each participating region. A suggestion is to have each region provide eight (8) rounds (given 16 registered teams) worth of questions.
- There have been historically four (4) rounds (16 teams – down to 8 teams – down to 4 teams – down to 2 teams). This can be managed different depending on the number of teams that register.
- The order of the starting bracket is setup by a random drawing at a coaches' meeting.
- Once the conference begins, the students are responsible for their own scheduling of other conference competitions.
- The Business Bowl coordinator is responsible for reporting the winning team to the awards' banquet coordinator.

## **CHESS**

### Optional Competition

#### AIHEC Chess Competition Objectives:

- Showcase talent and skills.
- Strengthen existing chess programs at TCUs and stimulate new interest in the game.

#### AIHEC Chess Competition Rules

1. The AIHEC Chess Competition adheres to the standard rules of chess.
2. There will be placement awards for individuals.
3. The top four (4) individual scorers for each TCU will be summed and the team with the most chess points will also be awarded placement awards.
4. For team placement each individual win is worth one (1) point, each individual loss is worth zero (0) points, and each individual draw or stalemate is worth half (0.5) a point.
5. There will be six (6) rounds
6. All six rounds are Game in Thirty (30) Minutes with a ten (10) second add-on or delay.

# AIHEC Student Conference Handbook

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## Official AIHEC Chess Roster Registration Form

This form shall be submitted by *[Insert DEADLINE]*

Submit the form to: *[Insert AIHEC Host Committee/Chess Coordinator Contact Information]*

Tribal College: \_\_\_\_\_

Head Coach (optional): \_\_\_\_\_

Point of Contact email: \_\_\_\_\_ Phone: \_\_\_\_\_

*Please type or print legibly.*

	First and Last Name
1	
2	
3	
4	
5	
6	
7	
8	

I certify that the Tribal College participants listed on the roster meet all eligibility guidelines of the American Indian Higher Education Consortium (AIHEC) and are eligible to participate in the AIHEC Student Conference.

---

Signature – Chess Point of Contact

Date

### CHESS COMPETITION GUIDELINES AND PROCEDURES

- The Chess coordinator is chosen by the host committee. The Chess coordinator will reserve an appropriately-sized location. The coordinator can reserve a classroom-sized room.
- The Chess coordinator will provide periodic updates to the host committee concerning registration numbers and the cost of the Chess supplies and buzzer technology.
- The Chess coordinator may use the proven rules from above and make adjustments as the need arises to adapt to the specific host location, participant-entry size, budget limitations, etc.
- The Chess coordinator needs to recruit ~ two (2) to three (3) people (faculty, staff, or students) to assist with onsite scheduling, monitoring, and registration.
- Suggested Checklist of Materials to bring to the conference: master spreadsheet of the registered students, six chess boards, and six sets of chess pieces.
- Have a firm registration deadline. Postmarked, faxed, emailed, etc. at least seven (7) days before the start of the conference. No exceptions.
- Enter registered students into a master spreadsheet by college/team to ease the checking in process at the conference.
- The coordinator arrives at the conference at least one (1) day before the competition to setup the room reserved for the Chess with at least six (6) tables for chess boards and two (2) chairs for each table.
- The coordinator may also be a monitor for the competition.
- Once the conference begins, the students are responsible for their own scheduling of other conference competitions.
- The Chess coordinator is responsible for reporting the winning team to the awards' banquet coordinator.

## **CRITICAL INQUIRY**

### Required Competition

#### AIHEC Critical Inquiry Competition Objectives:

- Offer Tribal College students the opportunity to explore topics of interest relevant to their communities through research, written documentation, and oral presentation.
- Showcase talent and skills including public speaking, critical thinking, research, etc.

#### AIHEC Critical Inquiry Competition Rules

1. Critical Inquiry is a team event that requires the development of a thesis statement addressing a specified issue, research, and the creation of an oral presentation to be judged.
2. Tribal College students consider from an offering of issues (two (2) or three (3)) that face Tribal College communities selected by a committee of critical inquiry coordinators from each region.
3. Teams will take a position on their selected topic, establishing a position or thesis statement. Research on the selected topic is required to support the ideas and solutions the team wishes to advance.
4. Tribal College students shall include within their presentation varying points of view regarding their topic. Counter viewpoints are required and shall be used to illustrate why the team's position or concept is best.
5. Presentations will be judged according to how well the topic is researched, the degree to which the presentation is informative, the sources used, and the delivery and organization of the presentation.
6. Each team will have two (2) to four (4) members, at least two (2) members of the team shall participate in the presentation and all team members shall be present at the time of their presentation.
7. Each presentation shall be between twenty (20) to thirty (30) minutes. Any presentation that is under twenty (20) minutes or over thirty (30) minutes will be automatically disqualified.
8. A read presentation has a flat delivery. A memorized presentation makes for a stiff and tense presentation. Most presenters use good notes on three by five (3x5) notecards. Cards are relatively inconspicuous and easy to hold. Limit the notes to key phrases that will bring to mind several sentences or an entire section of your presentation.
9. A lectern will be provided. Standing behind the lectern will give a formal air to the presenter's presentation. Moving from behind the lectern will establish a friendlier relationship with the presenter's audience. Both of these styles are acceptable.

10. Teams can use any type of audiovisual, visual, or other aids to support their presentation. Each team will be responsible for providing their own equipment; however, a screen and projector will be provided.
11. A good visual aid will clarify, reinforce, or highlight an idea. Be relevant to the subject of the presentation. Be easy to read. Be kept simple. Avoid complicated graphs or tables. Be brief. Four (4) or five (5) lines with no more than six (6) words per line as a guideline for a good visual aid. Each visual aid shall be read and absorbed by the audience within two (2) minutes. The presenter shall spend the first fifteen (15) seconds of that two (2) minutes focusing the audience's attention on the slide and explaining the layout. A good visual will not overwhelm the audience with color or detail. Use color to highlight important points or related groups.
12. Team shall provide four (4) copies of their presentation in a booklet form for the judges.
13. Team awards for first (1<sup>st</sup>), second (2<sup>nd</sup>), and third (3<sup>rd</sup>) place will be awarded during the student banquet.
14. Professional attire is recommended, but there is no preference between traditional or business and the competitors should make the decision which would be most appropriate. Hoodies, baseball caps, unnecessarily oversized clothing etc. which does not convey a message of professionalism, reverence for the topic, or respect for the Judges panel should be a consideration.
15. Judgement will begin when the competitors enter the room, and will continue through presentation until the time the team leaves the competition room. Professionalism with regards to conduct (i.e. handshakes, greetings, eye contact) and behavior (i.e. off-color jokes, sidebar comments, rudeness) are all elements of consideration when being scored.



# AIHEC Student Conference Handbook

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## Official AIHEC Critical Inquiry Roster Registration Form

This form shall be submitted by *[Insert DEADLINE]*

Submit the form to: *[Insert AIHEC Host Committee/Critical Inquiry Coordinator Contact Information]*

Tribal College: \_\_\_\_\_

Team Name: \_\_\_\_\_

Head Coach (optional): \_\_\_\_\_

Point of Contact email: \_\_\_\_\_ Phone: \_\_\_\_\_

Topic: \_\_\_\_\_

*Please type or print legibly.*

	First and Last Name
1	
2	
3	
4	

I certify that the Tribal College participants listed on the roster meet all eligibility guidelines of the American Indian Higher Education Consortium (AIHEC) and are eligible to participate in the AIHEC Student Conference.

---

Signature – Critical Inquiry Point of Contact

Date

## Critical Inquiry Judging Form

Tribal College: \_\_\_\_\_

Team Name: \_\_\_\_\_

Head Coach (optional): \_\_\_\_\_

Point of Contact Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Topic: \_\_\_\_\_

Judge Signature \_\_\_\_\_

Score each criterion 1 to 10, with 10 being the highest/best.

CRITERIA	SCORE	COMMENTS
Introduction – grabs attention, creates interest		
Subject is clearly stated		
Main points are logical with evidence and sources cited		
Effective vocal, tone, speed, volume, clear		
Effective gestures, posture, confident movements		
Eye Contact, engage audience and judges		
Organized, cohesive, clear, and strong presentation		
Communicated with sincerity, getting across thought and meaning		
On time with appropriate attire		
Handouts are professional, clean, with works cited, and are available		
Question and Answer based on handouts and presentation		
Overtime (2 points deducted per 30 seconds over time limit of 30 minutes)		
Under time (2 points deducted per 30 seconds under the time limit of 20 minutes)		
Disqualified with time under 15 minutes or over 35 minutes		

Total Points \_\_\_\_\_

Time \_\_\_\_\_

### CRITICAL INQUIRY COMPETITION GUIDELINES AND PROCEDURES

- The Critical Inquiry coordinator is chosen by the host committee. The Critical Inquiry coordinator will reserve an appropriately-sized Critical Inquiry location depending on whether an audience will be permitted. If an audience will be permitted to attend then a large conference room will be required; if no audience will be permitted then the coordinator can reserve a classroom-sized room.
- The Critical Inquiry coordinator will provide periodic updates to the host committee concerning registration numbers and the cost of the Critical Inquiry supplies.
- The Critical Inquiry coordinator may use the proven rules from above and make adjustments as the need arises to adapt to the specific host location, participant-entry size, budget limitations, etc.
- The Critical Inquiry coordinator needs to recruit ~ four (4) to five (5) people (faculty, staff, or students) to assist with judging, onsite scheduling, monitoring, and registration and on-site setup of the conference room.
- Suggested Checklist of Materials to bring to the conference: master spreadsheet of the registered students, judging scorecards, projector screen, laptop, and projector.
- Have a firm registration deadline. Postmarked, faxed, emailed, etc. at least seven (7) days before the start of the conference. No exceptions.
- Enter registered students into a master spreadsheet by college/team to ease the checking in process at the conference.
- The coordinator arrives at the conference at least one (1) day before the competition to setup the room reserved for the Critical Inquiry with at least two tables (for visual aids) and to make sure the screen and projector work properly.
- The coordinator may also be a judge for the competition but the issues should be developed, selected, and/or approved by a committee of the regional coordinators in the fall before the conference.
- The order of the presentations is setup randomly.
- Once the conference begins, the students are responsible for their own scheduling of other conference competitions.
- The Critical Inquiry coordinator is responsible for reporting the winning team to the awards' banquet coordinator.

# FILM FESTIVAL

## Required Competition

### AIHEC Film Festival Objectives:

- The AIHEC Student Congress and the Institute of American Indian Art created the film festival to showcase the talent of up-and-coming filmmakers from the TCUs.
- The film festival promotes friendly competition, knowledge and creativity sharing, and networking among the Tribal College student participants.

### AIHEC Film Festival Rules

1. There are no first (1<sup>st</sup>), second (2<sup>nd</sup>), or third (3<sup>rd</sup>) place winners, the following awards tend to feature more specific merits per filmic auteur:
  - i. Director's Award: Best overall film and direction in photography/cinematography, screen writing, technical (sound editing, lighting, color, montage)
  - ii. Best Photography/Cinematography
  - iii. Best Screen Writing and/or Plot
  - iv. Best Special Effects
  - v. Best Animation
  - vi. Best Documentary/PSA
  - vii. Best Live Action Narrative
  - viii. Best Editing
  - ix. Audience Choice Award
2. All TCU student directors shall meet AIHEC student conference criteria to participate in the event
3. All films shall be fifteen (15) minutes or less to be eligible for inclusion in the film festival.
4. TCU student films shall have been made between March 1 of the previous year and March 1 of the current year. Due by the deadline; late entries will be disqualified.
5. Previously judged submissions to AIHEC student conferences are not eligible for this year's competition.
6. Critical crew (director(s), editor(s), writer(s), camera crew, and technical crew) shall be currently registered at the time of the conference as TCU students, and not faculty or staff or non-TCU students.
7. Films that contain excessive violence, sexual material, or profanity will be determined if the work is appropriate for audiences. Culturally sensitive content will need to be approved by a relevant TCU or cultural expert.

8. The Film Festival is open to all genres from documentary to drama to experimental to hybrid, but not limited to the previous genres.
9. All films shall be uploaded onto youtube, checked for bugs or errors, and the link forwarded to the Film Festival Coordinator.
10. A film instructor for a competing TCU cannot be a judge.
11. TCU student directors submitting entries for the Film Festival cannot be judges.
12. More than one director can compose a film entry for submission (e.g. collaborations and/or co-directing are permitted).
13. A single TCU is allowed up to five (5) film entries.
14. A TCU student director is allowed up to three (3) film entries. One (1) film shall be differentiated from another and piece is judged separately from the others. If a single director's films are a single project in more than one film, then the entry is considered only as a single (1) submission with an eligible running time of fifteen (15) minutes total amongst all reels.
15. Each TCU student director shall bring a back-up copy of their film(s).

# AIHEC Student Conference Handbook

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## Official AIHEC Film Festival Registration Form

This form shall be submitted by *[Insert DEADLINE]*

Submit the form to: *[Insert Film Festival Coordinator Contact Information]*

Tribal College: \_\_\_\_\_

Filmmaker Name: \_\_\_\_\_

Film Title: \_\_\_\_\_

Filmmaker email: \_\_\_\_\_ Phone: \_\_\_\_\_

*Genre (Circle One)*

*Action Adventure Comedy Crime Drama Documentary Historical Horror  
Science Fiction War Western Animation Experimental/Avant Garde Hybrid*

Story/Plot/Summary

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Director(s): \_\_\_\_\_

Director(s) of Photography: \_\_\_\_\_

Editor(s): \_\_\_\_\_

Screen Writer(s): \_\_\_\_\_

Camera Crew: \_\_\_\_\_

Technical Crew: \_\_\_\_\_

Actor(s): \_\_\_\_\_

By checking the line below, the student enters his/her film in the AIHEC *TCJ Student* film contest and gives AIHEC permission to post his/her film on the AIHEC YouTube Channel. Contestants agree to provide a duplicate DVD or copy of their entries for the TCJ contest or submit their film electronically at *TCJStudent.org*. This form will serve as the official entry form for said contest. By entering the contest, students give TCJ permission to post their film on the *TCJStudent.org* website and the AIHEC YouTube Channel.

\_\_\_\_\_ Yes, I would like to enter the TCJ film contest and post my film on the AIHEC YouTube Channel.

\_\_\_\_\_ No, I do not wish to enter the contest or post my film on the AIHEC YouTube Channel.

I certify that the Tribal College participants listed on the as actors, crew, directors, editors, or writers meet all eligibility guidelines of the American Indian Higher Education Consortium (AIHEC) and are eligible to participate in the AIHEC Student Conference.

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Signature – TCU Student Director(s)

Date

### FILM FESTIVAL GUIDELINES AND PROCEDURES

- The Film Festival coordinator is chosen by the host committee. The Film Festival coordinator will reserve a conference room large enough for an audience (~50 at most).
- The Film Festival coordinator will provide periodic updates to the host committee concerning registration numbers and the cost of the Film Festival range.
- The Film Festival coordinator will work with the editor and publisher of *AIHEC Tribal College Journal* to facilitate access to student film entries for inclusion in the *AIHEC TCJ Student* film contest and on the *AIHEC TCJ Student* website and the AIHEC YouTube Channel.
- The Film Festival coordinator may use the proven rules from above and make adjustments as the need arises to adapt to the specific host location and range, participant-entry size, budget limitations, etc.
- The Film Festival coordinator may need to recruit another person (faculty, staff, or students from the AIHEC Student Congress) to assist the judges, maintain the continuous loop, and on-site setup in the conference room.
- Suggested Checklist of Materials to bring to the conference: master spreadsheet of the registered TCU student directors; a projector screen, a projector, and a laptop.
- Have a firm registration deadline. Postmarked, faxed, emailed, etc. at least 7 days before the start of the conference. No exceptions.
- Enter registered students into a master spreadsheet by college, then student director, and then film to ease the checking in process at the conference.
- The coordinator arrives at the conference at least a day before the competition to setup the conference room with the WiFi, screen, projector, and laptop/DVD player.
- There shall be at least three (3) judges beside the Film Festival coordinator. Judges will view the film loop as many times as they need. Judges may be selected from competing TCUs. Judges will be forwarded the Youtube playlist of all the competing films via email and may watch the loop at their leisure. Judges do not have to be present at the conference to be eligible to judge. Judges will deliberate either face-to-face or via email to determine the awards. No rating form is required.
- Once the conference begins, the Film Festival coordinator is responsible for maintaining the films on a continuous loop throughout the extent of the conference.
- The Film Festival coordinator is responsible for reporting the winners to the awards' banquet coordinator.
- Awards will be presented during the Students Awards Banquet.
- Schedule a reception to meet the film directors. The reception may include a question and answer period.

# HAND GAMES

## Required Competition

### AIHEC Hand Games Competition Objectives:

- Reinforce a cultural activity with rich Native American history.
- Showcase talent and skills.
- Build comradery and sportspersonship among the TCUs teams.

### AIHEC Hand Games Competition Rules

1. Gambling, alcohol, or drugs of any kind will not be tolerated at any time at the annual AIHEC Student Conference and will result in automatic disqualification of an entire team.
2. Both Flathead-style and Cheyenne-style games will be the games of choice. The game of choice will be determined by the flip of a coin when two teams are drawn for a tournament game. The reason for implementing both styles of Hand games is to promote both games and make the AIHEC Hand Games more interesting and enjoyable to watch and participate. The Cheyenne game is also played by Northern Arapaho, Northern Cheyenne, and the Lakota Nation. The winner of the coin flip will also determine which team hides the “bones” first.
3. The Hand Games Tournament will be double elimination rounds. After the first loss, the losing team moves into the loser’s bracket. The team is eliminated after the second loss.
4. Teams shall have six (6) players and no more than twelve (12) players with a designated team captain.
5. Team captains shall recruit one (1) judge for each of their games. Judges may be a player from another team’s roster.
6. Only the players registered on the team’s official roster will be allowed to hide and/or guess.
7. Additional people from various Tribal Colleges and Universities may help sing, but they are not allowed to hide and/or guess.
8. Players are not permitted to be registered on more than one team.
9. Each Tribal College or University shall only have one (1) team registered.
10. All team members shall be registered on the team’s official roster (ID’s will be checked with ID badges distributed).
11. Each team captain is responsible for meeting the schedule as posted. Each team is expected to arrive on time. A fifteen (15) minute grace period will be allowed. Teams not prepared to begin after fifteen (15) minutes will forfeit that game.
12. Team jumping is not permitted and will result in forfeiting.
13. If a team does not have any singers, they may recruit a singer from another team.
14. Registration forms shall be submitted to the Hand Games coordinator one week prior to the start of the competition.



## AIHEC Student Conference Handbook

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15. Two (2) sets of “bones” for each team, two (2) marked “bones” and two (2) unmarked “bones” for each team.
16. Team shall use the “bones” provided by the tournament coordinators.
17. No blocking players and a middle line will separate the teams.

### **Team Captains**

1. Team captains will notify the judges of their team’s guesser(s) and hider(s).
2. Team captains shall select two (2) hidere each time the “bones” come into their team’s possession.
3. Team captains shall give out and collect the “bones”
4. Team captains can change hider(s) only after possession of both set of “bones” have been lost.
5. Team captains shall tell their team’s hider(s) when to hide and when to open their hands and reveal the “bones”. If the hider(s) reveals the “bones” before the guess, then one (1) “bone” will be forfeited.
6. Captains will sit in the middle of their team.

### **Judges**

1. Judges shall be present at the start of the games they judge and be available for the full duration of the game.
2. Judges must be coaches from other teams
3. Judges will be responsible for any decision-making in each game. Judges may not serve as judges when their Tribal College or University’s team is playing.
4. Judges will oversee the game by confirming each guess and each point.
5. Judges’ rulings are final.

### **Guesser**

1. In the interest of time, when there are two (2) hidere, the guesser will always guess both at the same time AND there will be a time limit of one (1) minute for hiding.
2. Guesser(s) keep guessing until possession of the “bones” is regained or the hiding team scores all available points. Guesser(s) may pass his/her guessing to a fellow teammate in between guesses if the team captain notifies the judges and the opposing team’s captain.
3. No fake guessing will be permitted. If a team member fakes a guess, they will forfeit a stick.

### **Hider**

1. Once the hider(s) is selected they are the teams’ hider(s) until the team loses possession of the “bones”.
2. Each team will receive two (2) sets of “bones”, two (2) marked and two (2) unmarked. Each hider will be given a set of “bones”, one (1) marked and one (1) unmarked.
3. Once the bones are hidden, hider(s) shall stand and keep both hands in view of the opposing guesser.

4. If a guesser has indicated a decision and the hider brings both hands together, the hider shall forfeit the “bones”.
5. If the “bones” are tossed by mistake, it will be a forfeit of the “bones”.
6. The hider(s) will open their hands and reveal the “bones” when the judges indicate that the guess has been made.
7. If the hider(s) reveals the “bones” before being guessed, one (1) “bone” will be forfeited.
8. Hider(s) will continue to hide as long as the opposing team keeps guessing incorrectly.
9. When hider(s) are guessed by the opposing team, they return the “bones” to the team captain.

### **Scoring Points**

1. Only the hiding team who has possession of the “bones” is able to score points.
2. If a hider brings up their hands to be guessed, then puts their hands back together or conceals hands again one (1) “bone” will be forfeited.
3. Hiding team continues to hide until both sets of “bones” are lost.
4. Guessing team continues to guess until both sets of “bones” are won.
5. If the guessing team guesses two (2) hidiers correctly, they regain possession of the “bones” and the opportunity to score points.
6. If the guessing team guesses two (2) hidiers incorrectly, the hiding team maintains possession of the “bones” and scores two (2) points.
7. If the guessing team guesses two (2) hidiers incorrectly, the hiding team maintains possession of the “bones” and scores two (2) points.
8. If the guessing team incorrectly guesses one (1) hider and correctly guesses the other hider, the hiding team scores one (1) point and the hider who “fooled” the guesser hides again and the game is played with one hider. If the guesser misses on their next guess, then both hidiers resume play.
9. The game continues in this manner until all available points have been scored.

### **Team Spirit**

1. Teams can use shakers, claps, etc. but cannot block the guesser’s view at any time.
2. Teams may use any means (within reason) to distract the guesser, but cannot touch the opposing teammates with any object at any time during the game.
3. Once instructed or warned by a judge to clear the guesser’s view, one (1) stick may be forfeited.

### Cheyenne-Style Specific Hand Game Rules

1. The objective for the guesser in Cheyenne-Style is to find the marked “bones” of the hider. The guesser makes a motion to show the bones.
2. Identical Point Set for each game or two (2) sets of scoring sticks (6 stick set for each team). There is no Kick Stick in Cheyenne-Style.
3. When there are two (2) hidiers in Cheyenne-Style, the guesser can use any of the following hand signals to guess the location of the “bones”:
  - i. Outside: with the thumb and index finger pointed outward in opposite directions (guessing that the “bones” are in the outside of the hands of the hidiers).
  - ii. Inside: with a flat vertical hand, no thumbs, making a downward chopping motion (guessing that the “bones” are in the inside hands of the hidiers).
  - iii. Right: without the thumbs, pointing the index finger to the right (guessing that the “bones” are in the right hands of one (1) or both hidiers).
  - iv. Left: without the thumbs, pointing the index finger to the left (guessing that the “bones” are in the left hands of one (1) or both hidiers).
  - v. “Bone” matching will be allowed.

### Flathead-Style Specific Hand Game Rules

1. Eleven (11) “bones” will be used in Flathead-Style; each team receives five (5) “bones.” The Kick Stick is the eleventh “bone”, which is played for at the beginning of the game.
2. A coin flip will be used to determine who guesses first on the kick stick. The team that guesses correctly has the privilege of using the “bones.”
3. In Flathead-Style scoring a stick or two (2) sticks is decided by the guesser finding the unmarked “bones” of the hider.
4. There will be no thumbs or fork guessing. If this is done, the violators will forfeit one (1) stick. Guessers will use a flat vertical hand, making a downward chopping motion to guess that the “bones” are in the inside hands of the hidiers.

# AIHEC Student Conference Handbook

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## Official AIHEC Hand Games Roster Registration Form

This form shall be submitted by *[Insert DEADLINE]*

Submit the form to: *[Insert AIHEC Host Committee/Hand games Coordinator Contact Information]*

Tribal College: \_\_\_\_\_

Team Name: \_\_\_\_\_

Head Coach: \_\_\_\_\_ Team Captain: \_\_\_\_\_

Point of Contact email: \_\_\_\_\_ Phone: \_\_\_\_\_

### ***Team Roster***

*Please type or print legibly.*

	First and Last Name		First and Last Name
1		7	
2		8	
3		9	
4		10	
5		11	
6		12	

I certify that the Tribal College participants listed on the roster meet all eligibility guidelines of the American Indian Higher Education Consortium (AIHEC) and are eligible to participate in the AIHEC Student Conference.

---

Signature – Hand Games Point of Contact

Date

### HAND GAMES COMPETITION GUIDELINES AND PROCEDURES

- The Hand Games coordinator is chosen by the host committee. The Hand Games coordinator will reserve an appropriately-sized Hand Games location for a substantial-sized audience to participate.
- The Hand Games coordinator will provide periodic updates to the host committee concerning registration numbers.
- The Hand Games coordinator may use the proven rules from above and make adjustments as the need arises to adapt to the specific host location, participant-entry size, budget limitations, etc.
- The Hand Games coordinator might need to recruit numerous people (faculty, staff, or students) to assist with judging, onsite scheduling, scoring, monitoring, and registration and on-site setup of the conference room.
- Suggested Checklist of Materials to bring to the conference: Large dry erase board for the official bracket; master spreadsheet of the registered students/teams; many sets of sticks and “bones,” both marked and unmarked.
- Have a firm registration deadline. Postmarked, faxed, emailed, etc. at least seven (7) days before the start of the conference. No exceptions.
- Enter registered students into a master spreadsheet by college/team to ease the checking in process at the conference.
- The coordinator arrives at the conference at least a day before the competition to setup the room reserved for the Hand Games. At least four (4) games shall be able to occur simultaneously. One (1) game requires twelve (12) chairs for the first team facing twelve (12) other chairs for the second team with two (2) scorer’s tables positioned on the side. Singers and cheerers for each team may sit in rows behind the initial twenty-four (24) chairs.
- There have been historically four (4) rounds (16 teams – down to 8 teams – down to 4 teams – down to 2 teams). This can be managed differently for double elimination, depending on the number of teams that register.
- The order of the starting bracket is setup randomly.
- Once the conference begins, the students are responsible for their own scheduling of other conference competitions.
- All traveling trophies and awards are under the stewardship of the awarded student and college. Any damage that requires repair while in their possession is the responsibility of the awarded college or student.  
2014 – OLC, 2015 – FdLTCC
- The Hand Games coordinator is responsible for reporting the winning team to the awards’ banquet coordinator.

# KNOWLEDGE BOWL

## Required Competition

### AIHEC Knowledge Bowl Competition Objectives:

- Share and strengthen Native history and culture among the Tribal College students
- Promote and showcase the talents of public speaking, articulation, and critical thinking among the participants.

### AIHEC Knowledge Bowl Competition Rules

1. Teams will consist of four (4) members, one (1) of which shall be designated as the team captain.
2. Teams shall have one (1) coach and may have one (1) alternate team member.
3. The team captain will be responsible for verifying the coin toss results, choosing the match categories, ensuring the timely arrival of the team for each match and raising any disputes during the competition.
4. The alternate team member may replace another team member for any or all matches, but the alternate team member cannot be substituted once a match begins.
5. All team members, including the alternate team member, shall be listed on the team's registration roster. Changes to the roster can only be made in emergencies, documented in writing, and submitted within seven (7) days before the competition.
6. A match may be played with less than a full team. Once the match begins, any vacant positions shall remain vacant throughout.
7. The team coach is responsible for their team's registration. The coach is not required to attend their team's matches; however, they shall prepare their team for competition. The team coach should ensure that the team arrives for competition on time, and critique the team and make suggestions for improvement. Coaches cannot compete and cannot raise any disputes during or after the match.
8. Any team that arrives ten (10) minutes late for the scheduled start time of the match will have forfeited.
9. Once the match begins the doors to the competition's room will be closed and no one will be allowed to enter until the match ends. Spectators in the competition's room shall remain inside until the match ends.
10. Only individuals associated or employed with the particular Tribal Colleges competing in the competition's room will be permitted to observe the match. Registration nametags will be required.
11. Team members and spectators shall conduct themselves in an appropriate manner. Spectators are not allowed to communicate in any way with the teams once a match begins. Any cheating will result in the disqualification of an entire team from the tournament.
12. No note-taking, video, or photography is permitted by anyone in the competition's room.
13. At the beginning of the match, the quizmaster will toss a coin to determine which team will have control of the board to begin the match.
14. Heads will go to the team on the quizmaster's right; Tails to the team on the left.
15. The captain of the team who wins the coin toss will choose the first source category (book, video, map, etc.) for the first question. After the quizmaster asks a question, the team who answers correctly gains one (1) point and is permitted to select the category for the next question. The last team to answer a question correctly always chooses the category of the next question. This process continues until the final question is read for each of the two rounds, respectively.
16. A short administrative break will occur between round one (1) and round two (2).

## AIHEC Student Conference Handbook

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17. After a question is read by the quizmaster, either team may buzz in during the initial fifteen (15) seconds to give an answer or request a re-reading of the question. Questions will only be re-read once. After a team buzzes in, the team has ten (10) seconds to respond.
18. The team requesting a re-read of a question is not exclusively permitted to answer; after a question is re-read, a ten (10) second period for discussion and answering begins again where either team may buzz in to answer.
19. After the first reading of a question, if a team buzzes in and answers incorrectly, the other team may request a re-reading of the same question. The team who answered incorrectly will not be permitted to answer the same question again.
20. If a team buzzes in prior to the complete reading of a question, that team may not request a re-reading of the question. If the team buzzing in prior to the complete reading answers the question incorrectly, the other team may request a re-reading of the same question.
21. Only one team member can answer for a given question. If a team gives more than one answer at any time, then both or all answers will be considered incorrect if any of the provided answers are incorrect.
22. If both teams answer the question incorrectly, the quizmaster will provide the correct answer and no point will be given to either team.
23. Each correct answer is worth one (1) point. No point penalties exist for incorrect answers.
24. Each match will include two (2) rounds lasting twenty (20) minutes each. If at the end of the second round, the teams are tied, then the match will continue into a third “sudden win” round. In this round, the first team to correctly answer a question will win the match. The quizmaster will select the category and the question for any third round.
25. The team captain is the only person permitted to raise any dispute or concern about a question to the quizmaster. The dispute or concern shall be addressed as soon as the conflict arises. Once the next question is read, the dispute or concern can no longer be addressed.
26. The first thirty-two (32) teams to register will be permitted to participate in the double-elimination Knowledge Bowl competition. Each Tribal College may only register one (1) team.
27. Each session will consist of a maximum of 20 questions. If the 20 questions are exhausted before the twenty minute time limit, the match ends unless there is a tie.
28. Each match will consist of an equal number of questions from each source on the source list. The order of categories for which questions will be asked in each round will be selected prior to the start of the match.
29. Winner of each match will be determined by the accumulated points from the (2) rounds.
30. The questions for each match will be selected from the official source list: (books, videos, maps, etc.).
31. Disputes regarding questions and answers will be decided by the judge(s). The Quizmaster may confer with the designated Knowledge Bowl judge(s) to resolve a dispute. Time will be stopped during this interval and restarted following the decision of the judge(s). The decision of the judge(s) is final for the match in play. Teams are limited to 2 disputes per match.
32. It is highly recommended that the team captain accompany their coach to the coaches meeting.

# AIHEC Student Conference Handbook

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## Official AIHEC Knowledge Bowl Roster Registration Form

This form shall be submitted by *[Insert DEADLINE]*

Submit the form to: *[Insert AIHEC Host Committee/Knowledge Bowl Coordinator Contact Information]*

College: \_\_\_\_\_

Team Name: \_\_\_\_\_

Head Coach : \_\_\_\_\_

Point of Contact email: \_\_\_\_\_ Phone: \_\_\_\_\_

*Please type or print legibly.*

	First and Last Name
1	Captain:
2	
3	
4	
5	Alternate:

I certify that the Tribal College participants listed on the roster meet all eligibility guidelines of the American Indian Higher Education Consortium (AIHEC) and are eligible to participate in the AIHEC Student Conference.

---

Signature – Knowledge Bowl Coach



### KNOWLEDGE BOWL COMPETITIONS GUIDELINES AND PROCEDURES

- The Knowledge Bowl coordinator is chosen by the host committee. The Knowledge Bowl coordinator will reserve an appropriately-sized Knowledge Bowl location depending on whether an audience will be permitted. If an audience will be permitted to attend then a large conference room will be required; if no audience will be permitted then the coordinator can reserve a classroom-sized room.
- The Knowledge Bowl coordinator should recruit at least two (2) people (faculty, students, or other staff members) to assist with judging, quizmastering, onsite scheduling, monitoring, and registration and on-site setup of the conference room. In previous conferences, the coordinator has served as the quizmaster and/or a judge. As the conference continues to grow, the coordinator might need to recruit more people for assistance.
- The Knowledge Bowl coordinator will provide periodic updates to the host committee concerning registration numbers and the cost of the Knowledge Bowl supplies and buzzer technology. Selection and posting of the Knowledge Bowl reference materials on the host committee website shall be timely. The host committee shall provide the reference materials to the AIHEC Central Office at least six (6) months in advance. Upon receipt, the AIHEC Central Office will provide the reference materials to all the TCU librarians simultaneously.
- The Knowledge Bowl coordinator may use the proven rules from above and make adjustments as the need arises to adapt to the specific host location, participant-entry size, budget limitations, etc.
- Suggested Checklist of Materials to bring to the conference: Large dry erase board for the official bracket; master spreadsheet of the registered students/teams; questions for at least sixty (60) rounds of questions (30 total matches multiplied by 2 rounds); and the buzzer equipment.
- The Knowledge Bowl coordinator will need to acquire buzzer equipment which is necessary to regulate the time limits and judge which team buzzed-in first.
- Have a firm registration deadline. Postmarked, faxed, emailed, etc. at least seven (7) days before the start of the conference. No exceptions.
- Enter registered students into a master spreadsheet by college/team to ease the checking in process at the conference.
- The coordinator arrives at the conference at least a day before the competition to setup the room reserved for the Knowledge Bowl with at least two (2) tables and to make sure the buzzer equipment works correctly.
- The coordinator may also be the judge or the quizmaster for the competition, but cannot assume both positions. Teams responding to questions shall answer clearly and completely; partial answers will not be considered correct answers.
- The Knowledge Bowl is a double elimination competition. In previous conferences, the competition consisted of five (5) rounds (32 teams – down to 16 teams – down to 8 teams – down to 4 teams – down to 2 teams). This can be managed differently depending on the number of teams that register.
- The order of the starting bracket is established randomly.
- Once the conference begins, the students are responsible for their own scheduling of other conference competitions.
- Note-taking, video, and audio taping of the competition is not allowed. Only coordinator staff may take photographs during the competition.

## MR. and MS. AIHEC

### Required Competition

#### Mr. and Ms. AIHEC Competition Objectives:

- The AIHEC Student Congress created the Mr. and Ms. AIHEC Competition to showcase the character, leadership, and academic achievements of a select male and female from the Tribal College community.
- The male and female selected by the judge's panel will share the Tribal College Movement story and their personal experiences with others at meetings, conferences, pow-wows, and other community gatherings.

#### Mr. and Ms. AIHEC Competition Rules

1. The following will be considered by the judging panel:
  - i. Scholarship: students' academic record as well as their pursuit of research, advanced studies, and intellectual development.
  - ii. Culture: candidates' cultural experiences, knowledge, and involvement within their college and community.
  - iii. Personal Visions: future goals and personal expectations.
  - iv. Community Service: service to their college and community
  - v. AIHEC Knowledge: understanding of AIHEC and the entire Tribal College Movement, history, and future development.
  - vi. Presentation: speaking ability and overall personal presentation.
2. Required Materials:
  - i. Student applying for Mr. or Ms. AIHEC shall submit an unofficial transcript, two (2) letters of recommendation, and a personal statement. The personal statement should detail the student's past challenges and accomplishments, their current activities and status, and the student's goals and vision for the future.
3. Eligibility:
  - i. Students shall be enrolled in at least nine (9) credit hours at their Tribal College, be in good academic standing, and have at least a 3.0 G.P.A to apply and hold the position of Mr. or Ms. AIHEC.
  - ii. Each Tribal College may only submit one (1) Mr. AIHEC and one (1) Ms. AIHEC candidate.
4. Process:
  - i. All finalists shall be in attendance for an interview at the annual AIHEC Student Conference.
  - ii. The new Mr. and Ms. AIHEC will be announced during the annual AIHEC Student Conference awards' banquet.

# AIHEC Student Conference Handbook

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## Official Mr. and Ms. AIHEC Competition Registration Form

This form shall be submitted by *[Insert DEADLINE]*

Submit the form to: *[Insert Mr. and Ms. AIHEC Competition Coordinator Contact Information]*

Tribal College: \_\_\_\_\_

Candidate Name: \_\_\_\_\_

Candidate Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Area of Study: \_\_\_\_\_

*Check List of Required Materials:*

\_\_\_ Registration Form

\_\_\_ Two Letters of Recommendation

\_\_\_ Unofficial Academic Transcript

\_\_\_ Personal Statement

I certify that I meet all eligibility guidelines of the American Indian Higher Education Consortium (AIHEC) and I am eligible to participate in the AIHEC Student Conference.

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Signature – Candidate

Date

## Mr. and Ms. AIHEC Competition Judging Form

Candidate \_\_\_\_\_ Judge \_\_\_\_\_

*Rate on a scale of 1-5, with 5 being the best:*

### Application Requirements:

Letters of Recommendation: 1[\_\_\_\_] 2[\_\_\_\_]

Transcript, 3.0 GPA, >6 Credit Hours [\_\_\_\_]

Resume [\_\_\_\_]

Personal Statement with past, present, and future goals [\_\_\_\_]

Section Total [\_\_\_\_]

*Rate each question from 1-5, with 5 being the best:*

### Interview Questions:

1. What does the Tribal College experience mean to you? [\_\_\_\_]
2. What do you know about the Tribal College movement? [\_\_\_\_]
3. What Tribal College does AIHEC recognize as the first? [\_\_\_\_]
4. How many Tribal Colleges and Universities are there now? [\_\_\_\_]
5. Why do you believe our tribal cultures and traditions are important [\_\_\_\_]
6. How do you carry forward your culture and traditions within your community? [\_\_\_\_]
7. Tell us about the community service projects you participate in. [\_\_\_\_]
8. Tell us about an achievement you are most proud of. [\_\_\_\_]
9. If selected Mr./Ms. AIHEC describe your platform or Tribal College issue/principles that you'll focus on during your term of service. [\_\_\_\_]
10. Is there anything else you would like to share with the interview committee? [\_\_\_\_]

Section Total [\_\_\_\_]

Overall Total [\_\_\_\_]

### MR. AND MS. AIHEC COMPETITION GUIDELINES AND PROCEDURES

- The Mr. and Ms. AIHEC Competition coordinator is chosen by the host committee. The Mr. and Ms. AIHEC Competition coordinator will reserve a conference room large enough for three (3) judges and a candidate to be interviewed.
- The Mr. and Ms. AIHEC Competition coordinator will provide periodic updates to the host committee concerning registration numbers and the cost of the Mr. and Ms. AIHEC Competition.
- The Mr. and Ms. AIHEC Competition coordinator may use the proven rules from above and make adjustments as the need arises to adapt to the specific host location, participant-entry size, budget limitations, etc.
- The Mr. and Ms. AIHEC Competition coordinator may need to recruit another person (faculty, staff, or student from the AIHEC Student Congress) to assist the judges, maintain a continuous schedule, and on-site setup in the conference room.
- Suggested Checklist of Materials to bring to the conference: Judging sheet for each candidate; entry documents for each candidate (transcripts, resumes, letters of recommendations, personal statements, etc.) master spreadsheet of the registered candidates.
- Have a firm registration deadline. Postmarked, faxed, emailed, etc. at least seven (7) days before the start of the conference. No exceptions.
- Enter registered student candidates into a master spreadsheet by college to ease the checking in process at the conference.
- The coordinator arrives at the conference at least a day before the competition to setup the conference room with the judges' table and four chairs.
- There shall be at least three (3) judges. Judges will interview and score each candidate over the period of two (2) or three (3) days.
- There is a rotating crown for Ms. AIHEC and a rotating medallion for Mr. AIHEC that they may wear at official functions, but must return to AIHEC central office before the next AIHEC Student Conference. All traveling trophies and awards are under the stewardship of the awarded student and college. Any damage that requires repair while in their possession is the responsibility of the awarded college or student.
  - 2012 – NWIC, 2013 – TMCC, 2014 – SKC, 2015 - UTTC
- The Mr. and Ms. AIHEC Competition coordinator is responsible for reporting the winners to the awards' banquet coordinator.

## ONE-ACT PLAY

### Optional Competition

#### AIHEC One-Act Play Competition Objectives:

- Showcase talent and skills in acting, artistic creativity, teamwork, public speaking, etc.

#### AIHEC One-Act Play Competition Rules

1. Each TCU may select and write a One-Act Play. If the script is not a TCU original, then all copyright issues will be the responsibility of that TCU team.
2. Costumes are allowed and are considered to be the character attire worn by players. Masks are considered part of the costume and are allowed.
3. Props are allowed; however, they shall be actively utilized by characters during the performance.
4. Each team is allotted a maximum of fifteen (15) minutes to prepare and a maximum of thirty (30) minutes to perform. The minimum time limit for a TCU One-Act Play is thirteen (13) minutes.
5. TCU students shall naturally project their voice during the performance as no microphones or public address system will be provided.
6. Coaches cannot be judges.
7. No videotaping or photos and no entry or exit during the performance.
8. TCUs may register more than one (1) team, but shall not register more than two (2) teams.
9. There are two (2) rounds for the One-Act Play Competition. All teams will initially present in the first round. The three (3) teams with the highest score from the first round will advance to the second round to repeat their performance for placing. Judges will change from the first round to the second round. This will occur even if there are only two (2) or three (3) competing teams. Since a TCU may have more than one (1) team, but no more than two (2) teams, in the One-Act Play Competition, the first, second, or third place may be won by the same Tribal College, but a TCU may not win all three (3) places.
10. Since there may be respected Elders, tribal leadership, TCU administration, faculty, and family members in attendance, subject matter/material/language should to be in accord with the sensitivity of these viewers. Producing TCUs are responsible for content judgment.
11. Monologues are allowed and are subjected to the same rules.
12. Integrating singing/music/choreography is strongly encouraged; however, a song, dance, or musical instrument performance only with no dialogue, acting, plot, etc. does not constitute a One-Act Play, and therefore does not qualify for this competition.
13. Judges are not allowed to inquire about the TCU identity of each team. Only the One-Act Play coordinator will know the personal names and TCU of the members of each team.

## AIHEC Student Conference Handbook

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14. Students are not allowed to announce their personal names, nor the TCU name after the company bow.
15. Judges, coaches, and students are allowed to announce, inform all persons of the title(s) of the performance(s).
16. The first day of the Student Conference will be an optional rehearsal day for the teams. Each team will be allotted one (1) hour to practice and the practice may be a closed rehearsal if requested. The coordinator may lead workshops in voice, blocking, stage movement, etc.
17. The order and times of the performances will be determined randomly and then posted by title. Accompanying the title, order and times of the performances will be a randomly assigned number to indicate the TCU. If a TCU has more than one (1) submission, each submission will have a different assigned random number.
18. Teams will be disqualified if they arrive more than fifteen (15) minutes late for their performances. If any cast member is late, the team may choose to continue with their performance. Teams should arrive at least thirty (30) minutes prior to performing as seated, respectful audience members.
19. The stage for the One-Act Play competition is sixteen by twelve (16 x 12) feet or larger.

# AIHEC Student Conference Handbook

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## Official AIHEC One-Act Play Roster Registration Form

This form shall be submitted by *[Insert Deadline]*

Submit the form to: *[Insert AIHEC Host Committee/One-Act Play Coordinator Contact Information]*

Tribal College: \_\_\_\_\_

Head Coach (optional): \_\_\_\_\_

Point of Contact email: \_\_\_\_\_ Phone: \_\_\_\_\_

Title of One-Act Play: \_\_\_\_\_

*Please type or print the names of the participants legibly.*

	First and Last Name		First and Last Name
1		7	
2		8	
3		9	
4		10	
5		11	
6		12	

I certify that the Tribal College participants listed on the roster meet all eligibility guidelines of the American Indian Higher Education Consortium (AIHEC) and are eligible to participate in the AIHEC Student Conference.

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Signature – One-Act Play Point of Contact

Date



# AIHEC Student Conference Handbook

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## One-Act Play Judging Form

(This same rubric duplicated for both Rounds 1 & 2)

For every submission performance, please fill out the info below.

JUDGE'S NAME: \_\_\_\_\_

SCHOOL #: \_\_\_\_\_

TITLE OF PERFORMANCE: \_\_\_\_\_

TIME START: \_\_\_\_\_ TIME END: \_\_\_\_\_

3 MINUTE TIME END ALERT GIVEN (UTILIZING SIGN): Yes \_\_\_\_\_ No \_\_\_\_\_

NUMBER OF STUDENTS AS ACTORS IN PERFORMANCE: \_\_\_\_\_

DOES THE PLAY FIT TIME FRAME (Minimum of 13 minutes/Maximum of 20 minutes):  
Yes (+10 pts.) \_\_\_\_\_ No (0 pts.) \_\_\_\_\_

**ON A SCALE OF 1 to 10 (10 being the BEST; 5 being AVERAGE; and 1 being the POOREST), SCORE THE FOLLOWING:**

- ORIGINALITY IN PERFORMANCE SUBJECT MATTER: 1 2 3 4 5 6 7 8 9 10
- VOICE PROJECTION: 1 2 3 4 5 6 7 8 9 10
- CLARITY OF SPEECH: 1 2 3 4 5 6 7 8 9 10
- MASTERY OF AUDIENCE PARTICIPATION (e.g., waits for audience laughter or applause to finish before resuming lines): 1 2 3 4 5 6 7 8 9 10
- LINE MEMORIZATION: 1 2 3 4 5 6 7 8 9 10  
(IF READER'S THEATRE, HOW WELL EXECUTED READ LINES IN PERFORMANCE: 1 2 3 4 5 6 7 8 9 10)
- MASTERY OF STAGE BLOCKING: 1 2 3 4 5 6 7 8 9 10
- MASTERY OF EXITS, ENTRANCES: 1 2 3 4 5 6 7 8 9 10
- MANAGEMENT OF DEAD SPACE (e.g., long time frames with no action, dialogue, etc.) 1 2 3 4 5 6 7 8 9 10
- MASTERY OF PROP USAGE: 1 2 3 4 5 6 7 8 9 10
- MASTERY OF COSTUME/WARDROBE: 1 2 3 4 5 6 7 8 9 10
- CHARACTERIZATION BELIEVABILITY : 1 2 3 4 5 6 7 8 9 10
- REMAINING IN CHARACTER: 1 2 3 4 5 6 7 8 9 10
- EVIDENCE OF COMMITMENT TO REHEARSAL & DEDICATION TO PERFORMANCE: 1 2 3 4 5 6 7 8 9 10
- APPROPRIATE MATERIAL IS U.S. INDIGENOUS IN SUBJECT MATTER, THOUGH DOES NOT LIMIT CREATIVITY:  
1 2 3 4 5 6 7 8 9 10
- OVERALL CONFIDENCE OF CAST: 1 2 3 4 5 6 7 8 9 10
- OVERALL PERFORMANCE: 1 2 3 4 5 6 7 8 9 10
- **MAXIMUM TOTAL OF TEAM POINTS:** \_\_\_\_\_
- **TOTAL POINTS:** \_\_\_\_\_

Judge's comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### ONE-ACT PLAY COMPETITION GUIDELINES AND PROCEDURES

- The One-Act Play coordinator is chosen by the host committee. The One-Act Play coordinator will reserve an appropriately-sized One-Act Play location depending on whether an audience will be permitted with a stage sixteen by twelve (16 x 12) feet or larger. If an audience will be permitted to attend then a large conference room will be required; if no audience will be permitted then the coordinator can reserve a classroom-sized room.
- The One-Act Play coordinator will provide periodic updates to the host committee concerning registration numbers and the cost of the One-Act Play expenses. The coordinator will also post room details (electrical outlet locations, stage size, location, doors, lights etc) on the conference website for teams to better plan and prepare their play.
- The One-Act Play coordinator may use the proven rules from above and make adjustments as the need arises to adapt to the specific host location, participant-entry size, budget limitations, etc.
- Judges need to be highly experienced and are not alum of any Tribal College and are likely from the local or professional theatre companies in the AIHEC Student Conference host community. Three (3) judges will judge the first round and three (3) separate judges will judge the second round.
- The One-Act Play coordinator needs to recruit ~ three (3) people (faculty, staff, or students) to assist with judging, onsite scheduling, monitoring, registration, and on-site setup of the conference room.
- The coordinator shall maintain the anonymity of the teams' Tribal Colleges or Universities at all times to ensure the impartial judging.
- Suggested Checklist of Materials to bring to the conference: master spreadsheet of the registered students and teams and their One-Act Play titles and the judging scorecards.
- Have a firm registration deadline. Postmarked, faxed, emailed, etc. at least seven (7) days before the start of the conference. No exceptions.
- Randomly assign each performance with a number to represent their TCU. If a TCU has more than one (1) submission, assign each submission with a differently assigned random number. Enter registered students into a master spreadsheet by college/team to ease the checking in process at the conference. Order the One-Act Plays and times of the performances randomly and then post the One-Act Plays by title and previously assigned random number.
- The One-Act Play coordinator arrives at the conference at least one (1) day before the competition to setup the room reserved for the One-Act Play with the stage and lights (spotlight if the space is large enough) and the maximum number of chairs allowed for the space.
- The One-Act Play coordinator will act as the stage manager during the entire competition. Duties include getting the audience and actors in and out on time, attending to the judges' needs – water and snacks, running sound on a laptop with speakers, turning off the overhead lights, cleaning the house (audience) and backstage area after each play. The house needs to be cleared at the end of the day so the judges can discuss all of the plays with confidence that their opinions are not overheard.
- Once the conference begins, the students are responsible for their own scheduling of other conference competitions.
- The One-Act Play coordinator is responsible for reporting the winning teams to the awards' banquet coordinator and sending all the judging forms to the corresponding coaches after the competition.

# POETRY SLAM

## Optional Competition

### AIHEC Poetry Slam Objectives:

- The AIHEC Student Congress (ASC) and *Tribal College Journal* (TCJ) united to create the Poetry Slam to promote free individual expression and showcase literary talent and skills and provide an incentive for greater literary talent and skill.
- The Poetry Slam occurs on the same evening as the annual ASC T-shirt Exchange.

### AIHEC Poetry Slam Rules

1. There are no restrictions on how students deliver their poem, what they say, or the overall subject matter.
2. A member of the current sitting AIHEC Student Congress will serve as the Master of Ceremonies, introducing competing Poets, enforcing the rules, organizing the judges, and entertaining the audience between rounds.
3. Judges are selected randomly from among the students before the Slam begins by officers of the AIHEC Student Congress. Competing poets cannot be judges.
4. The first thirty (30) poets to register at the door of the event will be permitted to compete.
5. Another officer of the AIHEC Student Congress will serve as the sacrificial poet to begin the evening. The sacrificial poet will read a poem to serve as calibration for the judges and audience.
6. Scoring will be based on a scale of zero to ten (0-10), with zero (0) being the lowest score and ten (10) being the highest score obtainable. Judges may use decimal points in their score. After each poet, the judges will write their score on a provided tablet. The Master of Ceremonies will read the names of the top poets at the conclusion of each round.
7. There are four (4) rounds in the Poetry Slam. Up to thirty (30) poets are allowed to enter in the first round, but the judges will only select the eight (8) best poets to advance to the second round. After the second round, the four (4) best poets advance. After the third round, the top two (2) poets compete for AIHEC Poet of the Year honors.
8. No props or musical instruments are permitted.
9. Each poet has three (3) minutes to introduce and deliver his/her poem.
10. Poets will say their name, tribal college, and title of their poem CLEARLY for the judges before every recitation.
11. One (1) poem per round. Poets may not deliver the same poem again. If he/she advances to the next round, they will deliver a new poem.

# AIHEC Student Conference Handbook

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## Official ASC-TCJ Poetry Slam Registration Form

*Please type or print the names of the participants legibly.*

	First and Last Name		First and Last Name
1		16	
2		17	
3		18	
4		19	
5		20	
6		21	
7		22	
8		23	
9		24	
10		25	
11		26	
12		27	
13		28	
14		29	
15		30	

### ASC-TCJ Poetry Slam Judging Form

Judge Signature \_\_\_\_\_

Score each Poet 1 to 10, with 10 being the highest/best.

Score	First and Last Name, TCU, Title	Score	First and Last Name, TCU, Title

### POETRY SLAM COMPETITION GUIDELINES AND PROCEDURES

- The Poetry Slam is coordinated by the AIHEC Student Congress and the *Tribal College Journal*. The Poetry Slam coordinator will reserve an appropriately-sized Poetry Slam location for ~ three hundred (300) people.
- The Poetry Slam coordinator will provide periodic updates to the host committee concerning room requirements and scheduling.
- The Poetry Slam coordinator may use the proven rules from above and make adjustments as the need arises to adapt to the specific host location, participant-entry size, budget limitations, etc.
- The Poetry Slam coordinator needs to recruit ~ four (4) to five (5) ASC Officers to assist with selecting judges, onsite setup, registration, and organizing the poets into an order to reduce downtime between recitations.
- Suggested Checklist of Materials to setup for Poetry Slam: As many round tables as fit into the space with black table cloths and tea-light candles on each table. Rent one spotlight for the presenter. Black drape curtains behind a 12 x 16 stage. Food and coffee, tea, and other drinks. One wired microphone with a stand and one wireless microphone for the MC.
- The coordinator arrives at the conference at least four (4) hours before the competition to setup the room reserved for the Poetry Slam with the stage and the maximum number of chairs allowed for the space.
- The ASC T-shirt Exchange will occur just prior to the beginning of the Poetry Slam as Poets register for the event.

## SCIENCE BOWL

### Required Competition

#### AIHEC Science Bowl Competition Objectives:

- Strengthen existing Science programs at TCUs and stimulate new interest in STEM fields.
- Showcase talent and skills.

#### AIHEC Science Bowl Competition Rules

1. The first eighteen (18) teams with completed applications will be accepted into the competition.
2. Test questions are purchased from a test bank. Answers provided by the test bank will be considered the only correct answer. This eliminates the need for question/answer disputes during game play.
3. Categories from science, technology, engineering, and mathematics will be selected and setup prior to game play and include Anatomy, Biology/Ecology, Botany, Chemistry, Computers/Electronics, Earth Science, Mathematics, Measurement, Physics, Science History, Terminology, and Zoology.
4. The questions are purchased from a company that specializes in providing questions for competitions. There will be no reference materials available during the competition. The answer on the card will be the only and final answer.
5. Only one (1) team per institution can be registered for the science bowl.
6. Teams shall consist of three (3) members and one (1) coach. One (1) member shall be named the team captain.
7. The team captain will be responsible for insuring the timely arrival of the team for each game. A game may be played with less than a full team, but once the game has started, the vacant position(s) shall not be filled during the game.
8. The coach is responsible for the timely filing of the team registration forms and all required materials with the competition's coordinator. Coaches should be present at the games, but it is not required. Coaches cannot compete as team members and cannot raise any dispute or question during the game.
9. The Science Bowl tournament will be single elimination. However, the two losing teams in the final four will play another game to determine 3<sup>rd</sup> and 4<sup>th</sup> place. The two winning teams will play for 1<sup>st</sup> and 2<sup>nd</sup> place.
10. The competition will be patterned after the TV game show "Jeopardy" although teams will not answer in the form of a question.
11. Each game will consist of three (3) rounds. The first two (2) rounds will either last fifteen minutes or until all category questions have been asked (whichever occurs first). The third (3<sup>rd</sup>) round will be a wager round.
12. At the start of the game, the quizmaster will flip a coin to determine who has control of the board.

13. The team that answers each question correctly gains control of the board and will choose the category and points for the next question. Control of the board will remain with the team that last answered a question correctly.
14. Categories will be presented in both the first (1<sup>st</sup>) and second (2<sup>nd</sup>) round. The third (3<sup>rd</sup>) round is a wager round where the quizmaster will choose the category.
15. For any round, the team that buzzes in shall discuss and answer the question within fifteen (15) seconds. If they answer correctly they will gain the points for that question. If they answer incorrectly, they will lose the points for that question and the other team will have an opportunity to buzz in and answer the question within the remaining time of the fifteen (15) second period. If either team buzzes in and does not answer the question, allowing the fifteen (15) second period to expire, it will be considered an incorrect answer and the points for that question will be deducted from the team score.
16. Either team can buzz in during the initial fifteen (15) second period and request the question be re-read. Questions will be re-read once and they will be re-read in full. The team that requests the re-read is not responsible for answering the question. After the question is re-read the fifteen (15) second period for discussion and answering begins again and either team may buzz in to answer.
17. In the event that, after the first reading of the question, one team buzzes in and answers the question incorrectly, the second team may buzz in within the remaining time and ask for the question to be re-read since the question has only been read once. The team requesting the question be re-read is not responsible for answering the question.
18. Each team will begin round two (2) with the scores accumulated in round one (1). The team with the least accumulated points at the end of round one (1) will have control of the board for the start of round two (2). At the end of round two (2), if one team has a positive number and the other team has zero (0) or fewer points, the team with the positive number of points will be declared the winner and round three (3) will not be played. If both teams have zero (0) or fewer points the game will go into Sudden Death.
19. Round three (3) is a wager round. When both teams have a positive score at the end of round two (2) play advances to round three (3). Both teams will be told the number of points they have to wager by the official scorekeeper. The quizmaster will announce the category for the round. At the time the teams will have fifteen (15) seconds to discuss the amount of their wager, write the wager and team name on a piece of paper. Team captains will submit the wager to the quizmaster. Teams may wager any number of points ranging from zero (0) to the total amount of points they have accumulated from rounds one (1) and two (2). The maximum wager is the number of points a team has accumulated. The quizmaster will not reveal the amounts of the wagers until the end of the round. After the quizmaster receives the wagers the question for the round will be read. The teams will have fifteen (15) seconds to discuss the question and write the answer and the team name on a piece of paper. This question can be re-read under the guidance of all previous rules that apply



to re-reading questions. The team captains will also submit the answer to the quizmaster when the time expires. The quizmaster will announce the team name, the amount of the wager, the answer submitted by the team, and whether or not it was the correct answer. The scorekeeper will total the number of points for each team and announce them to the quizmaster and the teams. The quizmaster will declare the team with the most points the winner. In the event of a tie at the end of round three (3), the teams will advance to a Sudden Death round.

20. In the event of a Sudden Death round, the quizmaster will choose the categories and the questions. The category will be announced and the question read. The same rules for answering and re-reading will apply. The round will continue until one team answers a question correctly. The team that answers correctly will be declared the winner.
21. Any dispute raised that is not declared according to the rules as stated in this document will be considered an invalid dispute and no action will be taken to resolve the dispute.
22. Valid disputes about the game shall be addressed immediately following the completion of the game before the quizmaster; staff and both teams leave the room. The team captain is the only person who may raise disputes.

# AIHEC Student Conference Handbook

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## Official AIHEC Science Bowl Roster Registration Form

This form shall be submitted by *[Insert Deadline]*

Submit the form to: *[Insert AIHEC Host Committee/Science Bowl Coordinator Contact Information]*

Team Coach (Main Contact Person For Team) \_\_\_\_\_

Name of School: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone number and e-mail: \_\_\_\_\_

Team Captain

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Email: \_\_\_\_\_

Tribal Affiliation: \_\_\_\_\_

Member 2

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Email: \_\_\_\_\_

Tribal Affiliation: \_\_\_\_\_

Member 3

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Email: \_\_\_\_\_

Tribal Affiliation: \_\_\_\_\_

The competition is limited to the first 16 registered teams.

I certify that the Tribal College participants listed on the roster meet all eligibility guidelines of the American Indian Higher Education Consortium (AIHEC) and are eligible to participate in the AIHEC Student Conference.

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Signature – Science Bowl Point of Contact

Date

### SCIENCE BOWL COMPETITION GUIDELINES AND PROCEDURES

- The Science Bowl coordinator historically (since 1996) has been representatives from All Nations Louis Stokes Alliance for Minority Participation (ANLSAMP) located at Salish Kootenai College. The Science Bowl coordinator will reserve an appropriately-sized Science Bowl location depending on whether an audience will be permitted. If an audience will be permitted to attend then a large conference room will be required; if no audience will be permitted then the coordinator can reserve a classroom-sized room.
- The Science Bowl coordinator will provide periodic updates to the host committee concerning registration numbers and the cost of the Science Bowl supplies and buzzer technology.
- The Science Bowl coordinator may use the proven rules from above and make adjustments as the need arises to adapt to the specific host location, participant-entry size, budget limitations, etc.
- The Science Bowl coordinator might need to recruit ~ two (2) people (faculty, students, or other ANLSAMP staff members) to assist with judging, quizmastering, onsite scheduling, monitoring, and registration and on-site setup of the conference room.
- Suggested Checklist of Materials to bring to the conference: Large dry erase board for the official bracket; master spreadsheet of the registered students/teams; questions for at least fifty-four (54) rounds; and the buzzer equipment.
- The Science Bowl coordinator will need to acquire buzzer equipment which is necessary to regulate the time limits and judge which team buzzed-in first.
- Have a firm registration deadline. Postmarked, faxed, emailed, etc. at least seven (7) days before the start of the conference. No exceptions.
- Enter registered students into a master spreadsheet by college/team to ease the checking in process at the conference.
- The coordinator arrives at the conference at least a day before the competition to setup the room reserved for the Science Bowl with at least two (2) tables and to make sure the buzzer equipment works correctly.
- The coordinator may also be the judge and the quizmaster for the competition but the questions are purchased from a company that specializes in providing questions for competitions. There will be no reference material available during the competition. The answer on the card will be the only and final answer.
- There have been historically four (4) rounds (16 teams – down to 8 teams – down to 4 teams – down to 2 teams). This can be managed differently depending on the number of teams that register.
- The order of the starting bracket is setup randomly.
- Once the conference begins, the students are responsible for their own scheduling of other conference competitions.
- The Science Bowl coordinator is responsible for reporting the winning team to the awards' banquet coordinator.
- Video and audio taping of the competition is not allowed. Only coordinator staff may take photographs during the competition.

## SCIENTIFIC ORAL PRESENTATION

### Required Competition

#### AIHEC Scientific Oral Presentation Competition Objectives:

- Strengthen existing Science programs at TCUs and stimulate new interest in STEM fields.
- Encourage undergraduate research; provide a forum for students to interact with faculty and peers; bolster students' skills as scientists and communicators.
- Showcase talent and skills in research and public speaking.

#### AIHEC Scientific Oral Presentation Competition Rules

1. There will be a maximum of twenty (20) minutes for each presentation and up to ten (10) minutes for questions and answers. The session moderator will end the presentation after twenty (20) minutes have elapsed regardless if the presenter has finished.
2. Introduction: The presenter introduces themselves, states the degree they are seeking, and the institution they attend. The remainder of the introduction shall tell the audience the topic covered and clearly state the purpose of the presentation. The introduction shall not be longer than two (2) minutes. The purpose of the introduction is to present the question being explored by the research and to place the topic in the context of current knowledge about the topic. It often works best to start with the general context and work toward the specifics, ending with a precise statement of the question or hypothesis being addressed.
3. Body: The body of the presentation contains the factual support of the purpose of the presentation. The presenter shall avoid ambiguity when discussing methods, results, and interpretations and be clear and concise. The presenter shall develop their presentation logically. The presenter shall emphasize the main points and keep auxiliary or background information in proper perspective. Visual aids shall be directly related to the topic and assist the clarity of the presentation. The presenter shall describe the methods in sufficient detail to allow a person in the audience who works in a similar field to understand the process used to collect data. The presenter shall include a discussion of the answers to the questions that motivated the research and were described in the introduction. When appropriate, the presenter will mention any alternative explanations for the results and mention possible explanations for unexpected results. Tables and figures shall not substitute for a verbal summary, but are often "general suggestions". The presenter must be sure to orient the audience to the visual aids. For example, the presenter will always explain the scale of a photograph, the axes of a graph, the column headers of a table, etc.
4. Summary: A good summary is a brief reiteration of the purpose of the presentation and a vivid restatement of the main points. The presenter needs to include only the

critical points they want the audience to remember. After the summary, the Presenter will ask if there are any questions or comments.

5. **Use of Notes:** A read presentation has a flat delivery. A memorized presentation makes for a stiff and tense presentation. Most presenters use good notes on 3 by 5 notecards. Cards are relatively inconspicuous and easy to hold. Limit the notes to key phrases that will bring to mind several sentences or an entire section of your presentation.
6. **Use of the Lectern:** A lectern will be provided. Standing behind the lectern will give a formal air to the presenter's presentation. Moving behind the lectern will establish a friendlier relationship with the presenter's audience. Both of these styles are acceptable.
7. **Visual Aids:** There are various media available for visual presentations. All Scientific Oral Presentations shall be in Microsoft PowerPoint format and be delivered on a PC computer. Visual aids are very effective communication tools and are essential in virtually every presentation. The majority of what the audience absorbs from the presentation will come from visual aids. Therefore, the presenter will maintain the audience's attention and interest if they use visual aids are used wisely. Each presentation will be loaded onto a laptop or computer at the coordinator's office and the coordinator will setup the laptop and projector for each presentation. The presenter may bring an updated version of their presentation on a jump drive on the day of the presentation competition. The presenter will have a remote control to use to move through the presentation. A laser pointer may be provided, but the presenter shall bring one if required.
8. **A good visual aid:** will clarify, reinforce, or highlight an idea. Be relevant to the subject of the presentation. Be easy to read. Be kept simple. Avoid complicated graphs or tables. Be brief. Four or five lines with no more than six words per line is a guideline for a good visual aid. Each visual aid shall be read and absorbed by the audience within two (2) minutes. The presenter shall spend the first fifteen (15) seconds of that two (2) minutes focusing the audience's attention on the slide and explaining the layout. A good visual will not overwhelm the audience with color or detail. Use color to highlight important points or related groups.
9. **Handouts:** handouts are not mandatory, but the presenter will bring 10-15 copies of each handout they plan to distribute.

## AIHEC Student Conference Handbook

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### Official AIHEC Scientific Oral Presentation Registration Form

This form shall be submitted by *[Insert DEADLINE]*

Submit the form to: *[Insert AIHEC Host Committee or the Scientific Oral Presentation Coordinator Contact Information]*

**Please** submit registration form, an oral abstract, and your PowerPoint presentation.

**Your complete presentation, or most current, must be able to open with Microsoft PowerPoint-Version 2010 and sent electronically via e-mail. Please note that your presentation will be given on our AMP PC so ensure compatibility, especially if you do your presentation on a Mac.**

You may update your presentation and bring it to the conference with you on a JumpDrive.

**Name:** \_\_\_\_\_

**College Affiliation:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone# (include Cell#):** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Title of Presentation:** \_\_\_\_\_

**Participation in this event implies permission to use your photograph and name for promotional purposes.**

I certify that the Tribal College participant listed above meets all eligibility guidelines of the American Indian Higher Education Consortium (AIHEC) and is eligible to participate in the AIHEC Student Conference.

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Signature – Scientific Oral Presentation Point of Contact

Date

## AIHEC Scientific Oral Presentation Judging Form

Team Name \_\_\_\_\_

Tribal College \_\_\_\_\_

Judge's Signature \_\_\_\_\_

Reviewer # \_\_\_\_\_

<b>Maximum Points: 100</b>	<b>Maximum Score</b>	<b>Reviewer Score</b>
<b>1. Scientific:</b> The student addresses a valid scientific question in a systematic fashion.	10	
<b>2. Content:</b> The presentation includes all necessary information (i.e. introduction, methods, results, discussion, and conclusion). The concepts underlying these sections are well developed and conveyed in a scientific manner.	10	
<b>3. Organization:</b> The student conveys the main points of her/his presentation in a logical manner, which is easily understandable.	10	
<b>4. Graphics:</b> Use of graphics to accent key points though not relied upon too heavily.	10	
<b>5. Poise:</b> The student refrains from distracting gestures, hair tossing, pacing, etc. The student makes good use of eye contact and draws attention to visual materials where necessary.	10	
<b>6. Eloquence:</b> The student is precise with her/his language and is coherent in her/his speech (e.g., refrained from fillers such as “ummmm”, “like”, and “ya know”). The student’s rate of speech is appropriate and her/his tone of voice is audible. The student speaks clearly, uses inflections, and pauses effectively.	10	
<b>7. Length:</b> The student kept the presentation to the allowable 20-minute time constraint plus a question and answer period.	10	
<b>8. Interaction:</b> The student is able to clearly communicate answers to questions generated from attendees or judges.	10	
<b>9. Interesting:</b> The student kept the attention of the audience and led the listeners through the presentation skillfully.	10	
<b>10. Effective:</b> The presenter effectively communicated the desired information.	10	
<b>NOTE:</b> Judges do not add up the total score. Also, we need a number in each box or the form will be returned to you.		

**Reviewer Comments:**

### SCIENTIFIC ORAL PRESENTATION COMPETITION GUIDELINES AND PROCEDURES

- The Scientific Oral Presentation coordinator historically (since 1996) has been representatives from All Nations Louis Stokes Alliance for Minority Participation (ANLSAMP) located at Salish Kootenai College. The Scientific Oral Presentation coordinator will reserve an appropriately-sized Scientific Oral Presentation location. A small conference room might suffice depending on the number of entries.
- The Scientific Oral Presentation coordinator will provide periodic updates to the host committee concerning registration numbers and the cost of the Scientific Oral Presentation supplies such as easels to display the Orals.
- The Scientific Oral Presentation coordinator may use the proven rules from above and make adjustments as the need arises to adapt to the specific host location, participant-entry size, budget limitations, etc.
- The Scientific Oral Presentation coordinator might need to recruit ~ two (2) people (faculty, students, or other ANLSAMP staff members for judging) to assist with onsite monitoring and registration and on-site setup of the conference room.
- Suggested Checklist of Materials to bring to the conference: master spreadsheet of the registered students, laptop, projector, and a projector screen.
- Have a firm registration deadline. Postmarked, faxed, emailed, etc. at least seven (7) days before the start of the conference. No exceptions.
- Enter registered students into a master spreadsheet by college/team to ease the checking in process at the conference.
- The coordinator arrives at the conference at least a day before the competition to setup the room reserved for the Scientific Oral Presentation.
- The Scientific Oral Presentation coordinator is responsible for reporting the winning team to the awards' banquet coordinator.



## SCIENTIFIC POSTER PRESENTATION

### Required Competition

#### AIHEC Scientific Poster Presentation Competition Objectives:

- Strengthen existing Science programs at TCUs and stimulate new interest in STEM fields.
- Encourage undergraduate research; provide a forum for students to interact with faculty and peers; bolster students' skills as scientists and communicators.
- Showcase talent and skills in research, visual design, and public speaking.

#### AIHEC Scientific Poster Presentation Competition Rules

1. The goal of the poster presentation is to have an organized and attractive presentation of research findings. Posters need to be self-explanatory and readable.
2. The top of the poster needs to have a title that is both short and very descriptive of your project. For empirical studies, the title shall also mention the organism(s) studied. As a rule, the title needs to be easily readable at a distance of about 4-5 feet away (words are approximately 1.5-2.5 cm in height).
3. Directly under the title will be the student's name, the faculty sponsor's name, and the college name. The name and affiliation section is usually about 20%-30% smaller than the title.
4. The Abstract: This is a brief synopsis of the entire work described in the poster. Most abstracts are one or two paragraphs in length. The abstract should be understandable without reading the entire poster and the reader should be able to decide if s/he would like to read the entire poster based on what they read in the abstract. The abstract should contain the following elements: (1) the purpose of the study, (2) a brief statement of the procedures, (3) a concise statement of the major findings, and (4) the major conclusions. Do not include the details of the methods.
5. Introduction: The purpose of the introduction is to present the question being explored by the research and to place it in the context of current knowledge about the topic. It often works well to start with the general context and work into the specifics, ending with a precise statement of the question or hypothesis being addressed by the study. The introduction should convince the reader of the significance of your study. To do this well in a poster is a challenging requirement. Be brief, but include the important points to be sure the reader sees the relevance of your work.
6. Methods: In this section describe all procedures that you performed. Describe your methods in sufficient detail to allow a reader who works in the field to understand the work completed to collect data. Illustrations are appropriate for complex experimental design, etc.
7. Results: The purpose of this section is to summarize data. Report the results of any statistical test. Present all results, whether positive or negative. A table or figure may

substitute for a written summary as long as each table or figure has a legend that explains the graphic clearly.

8. Discussion: Interpret the meaning of the results with respect to the original question. Interpret the results without repeating them. The discussion shall include the conclusion about the answers to the questions that motivated the research described in the introduction. If appropriate, mention explanations for unexpected results.
9. Literature Cited: Unless citations are used in the text, this section is optional. Include only cited papers from the text. Do not cite a paper unless it has been thoroughly examined. Cite all references in the text and list them in the literature-cited section using a format from a major journal within your discipline.
10. Illustrations: Illustrations, tables, figures, photographs, and diagrams need to have unique identification numbers and legends. In the text, use the numbers to refer to specific graphics or pictures. In your legends, include a full explanation and, where appropriate, include color keys, scale, etc.
11. There are endless numbers of ways to put a poster together. Remember, try to create a strong visual, but avoid making the poster look crowded. It is important to provide some indication of the flow of the poster (top to bottom, left to right). Some posters have numbered sections (units) to indicate the reading order.
12. One entire poster shall not take up a space no larger than 80cm by 120cm (32"x48"). All posters will be affixed to and displayed on a vertical surface (e.g. wood, foam board, cork board). You should determine how to secure your poster to such a surface and bring whatever materials you will need to do this. You may build your poster upon a single piece of poster-board or it may be made up of several individual components that can be secured to the display surface.
13. If each of the above components are a single unit, the smallest unit will be no smaller than 17.5cm by 20.5cm, except for literature cited and for the title and name sections that are, by necessity, linear orientation. Unless otherwise directed in the above sections, the text font size is to be no smaller than about 3-4mm in height for an upper case letter (12 point font in Times New Roman). Times New Roman is difficult to read at a distance, but there are many other font options to choose from so long as they are comparable to 12 point font for Times New Roman.

# AIHEC Student Conference Handbook

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## Official AIHEC Scientific Poster Presentation Competition Registration Form

This form shall be submitted by *[Insert Deadline]*

Submit the form to: *[AIHEC Host Committee or the Scientific Poster/Oral Presentation Coordinator Contact Information]*

\_\_\_\_\_ **Poster**—submit registration form and your poster abstract. Remember to bring your Poster with you to the Conference.

**Name:** \_\_\_\_\_

**College Affiliation:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone# (include Cell#):** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Title of Presentation:** \_\_\_\_\_

**Participation in this event implies permission to use your photograph and name for promotional purposes.**

I certify that the Tribal College participant listed above meets all eligibility guidelines of the American Indian Higher Education Consortium (AIHEC) and is eligible to participate in the AIHEC Student Conference.

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Signature – Scientific Poster Presentation Point of Contact

Date

## AIHEC Scientific Poster Presentation Judging Form

Name \_\_\_\_\_

Tribal College \_\_\_\_\_

Judge's Signature \_\_\_\_\_

Reviewer # \_\_\_\_\_

<b>Title:</b>		
<b>Presenter:</b>		
<b>Appearance: 60 Points</b>	<b>Maximum Score</b>	<b>Reviewer Score</b>
<b>1. Poster:</b> Initial reaction (1 <sup>st</sup> glance) to poster display? Does it draw you in from afar?	10	
<b>2. Poster:</b> Overall presence? Effectiveness of the display? Would it hold your attention? Are the title and text easy to read?	10	
<b>3. Poster:</b> Are graphics and images high quality and appropriate?	10	
<b>4. Organization:</b> Is the presentation organized so that it flows in logical easy to follow order?	10	
<b>5. Organization:</b> Is the space used effectively? Does it have the right balance between content and white space?	10	
<b>6. Content:</b> Does poster include all necessary information (introduction, methods, results, discussion, conclusion, resources, etc...)?	10	
<b>Poster Content: 40 Points</b>		
<b>7. The Problem:</b> Is this information of value to the scientific community? Are the objectives clear?	10	
<b>8. Research Design:</b> Can the research, as conducted, answer the questions raised by the objectives? Adequacy of research techniques?	10	
<b>9. Involvement:</b> Degree of student involvement in the planning and execution of the research project?	10	
<b>10. Presenter:</b> Does presenter answer questions in an appropriate and engaging manner?	10	
NOTE: Judges do not add up the total score. Also, we need a number in each box or the form will be returned to you.		

**Reviewer Comments:**

### SCIENTIFIC POSTER PRESENTATION COMPETITION GUIDELINES AND PROCEDURES

- The Poster Presentation coordinator historically (since 1996) has been representatives from All Nations Louis Stokes Alliance for Minority Participation (ANLSAMP) located at Salish Kootenai College. The Poster Presentation coordinator will reserve an appropriately-sized Poster Presentation location. A hallway or small conference room might suffice depending on the number of entries.
- The Poster Presentation coordinator will provide periodic updates to the host committee concerning registration numbers and the cost of the Poster Presentation supplies such as easels to display the posters.
- The Poster Presentation coordinator may use the proven rules from above and make adjustments as the need arises to adapt to the specific host location, participant-entry size, budget limitations, etc.
- The Poster Presentation coordinator might need to recruit ~ two (2) people (faculty, students, or other ANLSAMP staff members for judging) to assist with onsite monitoring and registration and on-site setup of the conference room/ hallway.
- Suggested Checklist of Materials to bring to the conference: master spreadsheet of the registered students, and easels for display.
- Have a firm registration deadline. Postmarked, faxed, emailed, etc. at least seven (7) days before the start of the conference. No exceptions.
- Enter registered students into a master spreadsheet by college/team to ease the checking in process at the conference.
- The coordinator arrives at the conference at least a day before the competition to setup the room reserved for the Poster Presentation with at least enough display room and easels for each poster presentation.
- The Poster Presentation coordinator is responsible for reporting the winning team to the awards' banquet coordinator.

# SPEECHES

## Required Competition

### AIHEC Speeches Competition Objectives:

- Bolster students' skills as interpreters, researchers, communicators, and leaders.
- Showcase talent and skills in public speaking, research, and critical thinking.
- Educate the competitors in public speaking.

### AIHEC Speeches Competition Rules

1. The six (6) categories for the Speeches Competition include Persuasive, Informative, Individual Oral Interpretation (Serious or Humorous), and Duo Interpretation (Serious or Humorous).
2. Tribal College students may register for one or all categories.
3. Each AIHEC Tribal College may register five (5) students in each category.
4. Tribal College students cannot sign up twice in the same category.
5. Tribal College students shall sign up for each event before a designated time TBD (to be determined).
6. The three (3) judges for the event will be hired by the coordinator.
7. The judge/timer will signal the contestants to begin.
8. No photos or videotaping, and no entering or exiting the venue during the speech.
9. Notecards may be used for the persuasive and informative speeches (no limits on the notecards) and the Tribal College students shall provide a list of all sources.
10. The Tribal College student shall hold the manuscript at all times for interpretative speeches.
11. Each speech will be scored three (3) times by three (3) judges for each round using color coded judging forms. Judges will turn in signed forms to the Speech Competition coordinator and assistants who will tally and rank each participant. The coordinator and assistants will post results by the speech registration area. The top three scores (1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> place) will receive awards; the top five (5) will receive certificates. There are no final rounds. Placing will be determined by total points. Ties will be settled by a coin toss.
12. Speeches in each category are required to be a minimum of five (5) minutes to a maximum of eight (8) minutes. Pieces which do not meet minimum time limits will be automatically ranked as a five (5), which is the lowest score.
13. Visuals may be used in the informative and persuasive speeches. No PowerPoints will be permitted.
14. A lectern is discouraged but will be provided if a Tribal College student wishes to use one. Easels will be provided. The lectern and easel are not permitted for interpretative speeches.
15. The first day of the student conference will be an optional rehearsal day. A paid professional to provide feedback is recommended. Student competitors are not required to rehearse.

## Oral Interpretation: Dramatic, Humorous, or Duet

1. Oral Interpretation may consist of the following:
  - a. Poetry and prose readings
  - b. Famous speeches
  - c. Drama cuttings (plays)
  - d. Legends, stories
  - e. Cuttings from novels and short stories
  - f. The Bible
  - g. Magazine articles
  - h. Essays
  - i. Newspaper articles
2. Interpretation is the art of re-creation. You re-create the selection in its total effect.
3. As the interpreter, you try to re-create the intellectual and emotional meaning that the writer was trying to convey.
4. Interpretation differs from impersonation and acting in four (4) ways:
  - a. The interpreter reads the material as himself/herself.
  - b. The interpreter shares the material with the audience.
  - c. The interpreter establishes the fact that he/she is the intermediary between the writer and the audience.
  - d. The interpreter sets the scene in the minds of the audience and on the platform; he/she stays within a very small area (except for the dramatic duo).
5. Steps to follow in preparing your presentation:
  - a. Cut selection to the appropriate time allotted. Make sure the intellectual and emotional content remain intact.
  - b. Rewrite the selection double-spaced so that it is both easy to read and to follow.
    - i. Mount the pages on 8 1/2 X 11 cardboard or construction paper and number each page.
  - c. Mark the pauses and the words and phrases for emphasis.
  - d. Prepare an appropriate and audience-catching introduction. The introduction sets the scene and establishes the mood for the interpreter and the audience.
  - e. Practice, Practice, Practice
6. The introduction can include the following:
  - a. The setting
  - b. The time
  - c. Biographical information
  - d. Cultural background
  - e. Psychological aspects of the character/writer
  - f. Any other pertinent information or explanations
7. **The Introduction Will Be Memorized.** - The introduction is counted in the total time of your presentation. The body of the speech may also be memorized if so desired. Use of a manuscript is optional.
8. If a drama cutting is selected:
  - a. Placement of the characters can be accomplished by turning slightly to the left or right
  - b. Distinguish between each character by voice and body inflection
  - c. Suggest each character through vocal elements, posture, and muscle tone.
  - d. Face straight ahead during the introduction and when explaining scene changes.
9. A Speakers Stand and a microphone will not be used. It will be up to the speaker to project his/her voice so everyone in the audience can hear and understand the interpretation Also, facial and body gestures play a very important part in the interpretation of your selection
10. Remember:
  - a. The pause is a very effective tool for building suspense and climax and for reinforcing emotional content,
  - b. Watch your posture - don't sway back and forth.
  - c. Don't play with your manuscript. (The speaker's stand will not be there to hide behind.)
  - d. Say "Thank-you" at the end of your presentation.

### Duet Interpretation

1. A cutting from a play, humorous or serious, involving the portrayal of two (2) or more characters presented by two (2) individuals.
2. This material may be drawn from stage, screen, or radio.
3. This is not an acting event.
4. Presentation is from the manuscript and the focus should be off-stage and not to each other.
5. Maximum time limit is eight (8) minutes including introduction.
6. The duo interpretation may be memorized; however, a manuscript for each speaker is the norm.



### Persuasive Speech

1. You shall have a minimum of three (3) different sources
  - a. I.e. books, pamphlets, etc.
2. Use evidence in your speech. Evidence includes:
  - a. EXAMPLE - A typical, specific instance, either actual or hypothetical.
  - b. COMPARISON - The statement of similarity and/or difference between specific objects or instances.
  - c. STATISTICS - A numerical example or a numerical comparison.
  - d. DEFINITION - The classification of an idea and the distinguishing of it from others in the same area.
  - e. QUOTATION - An exact statement from another person(s).
  - f. INTERVIEW - A statement given to you during a conference with another person(s).
3. Try not to use the same type of evidence throughout your speech.
4. Use current material whenever possible.
5. Refer to your references within your speech and state the dates of the articles. (Do not state all of your references at the end of your speech).
6. Select topics that show harm or a need for a change. Use note cards. (No Limit)
7. Appeal to the emotions of the audience.
8. Have a conclusion that calls for action.
9. Pay particular attention to the persuasive speaking criteria (see attached evaluation blank).

### Informative Speech

1. The primary purpose of this speech is to inform the audience. Any other purpose, such as to entertain, impress, or to convince, shall be secondary.
2. The student is encouraged to use visual media.
3. Keep your topic specific and focused. Do not try to cover too many major points in this short time frame.
4. Some documentation is required (but is less formal than in a persuasive speech).
5. If at all possible, tie in your own life experiences to your topic.
6. Pay particular attention to the informative public speaking criteria (see attached evaluation blank).
7. Use note cards.

# AIHEC Student Conference Handbook

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## Official AIHEC Speech Competition Registration Form

This form shall be submitted by *[Insert DEADLINE]*

Submit the form to: *[Insert AIHEC Host Committee or the Speech Coordinator Contact Information]*

Tribal College: \_\_\_\_\_

Coach: \_\_\_\_\_

Point of Contact email: \_\_\_\_\_ Phone: \_\_\_\_\_

**There can only be five (5) entries per category per school.**

Please list names of students participating in the following six (6) speech events:

**Informative:**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

**Persuasive:**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

**Oral Interpretation Serious:**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

**Oral Interpretation Humorous:**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

**Duo Interpretation Serious:**

- Team 1**
1. \_\_\_\_\_
  2. \_\_\_\_\_

**Team 2**

1. \_\_\_\_\_
2. \_\_\_\_\_

**Team 3**

1. \_\_\_\_\_
2. \_\_\_\_\_

**Team 4**

1. \_\_\_\_\_
2. \_\_\_\_\_

**Team 5**

1. \_\_\_\_\_
2. \_\_\_\_\_

**Duo Interpretation Humorous:**

- Team 1**
1. \_\_\_\_\_
  2. \_\_\_\_\_

**Team 2**

1. \_\_\_\_\_
2. \_\_\_\_\_

**Team 3**

1. \_\_\_\_\_
2. \_\_\_\_\_

**Team 4**

1. \_\_\_\_\_
2. \_\_\_\_\_

**Team 5**

1. \_\_\_\_\_
2. \_\_\_\_\_

I certify that the Tribal College participants listed on the roster meet all eligibility guidelines of the American Indian Higher Education Consortium (AIHEC) and are eligible to participate in the AIHEC Student Conference.

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Signature – Speech Coach

Date

## Oral Interpretation Judging Form

Name \_\_\_\_\_

Tribal College \_\_\_\_\_

Selection \_\_\_\_\_ Author \_\_\_\_\_

Serious \_\_\_\_\_ Humorous \_\_\_\_\_

Judge's Signature \_\_\_\_\_ RM \_\_\_\_\_ RD \_\_\_\_\_

Score each criterion 1 to 10, with 10 being the highest/best.

CRITERIA	SCORE	COMMENTS
Introduction – shall be memorized Is it effective? Does it set the mood? Does it command attention?		
Communication of Mood, Emotion, Thought Is the mood interpreted correctly?		
Characterization Does the speaker suggest character without undue impersonation?		
Vocal Responsiveness Are volume, pronunciation, articulation, and enunciation appropriate? Are pauses used effectively?		
Body Action Are gestures, poise, and motions effective?		
Appropriateness of Selection Quality, cutting, arrangement		
General Effect/Areas to be improved Eye contact and other factors not covered above		

Total Points \_\_\_\_\_

Time \_\_\_\_\_

# AIHEC Student Conference Handbook

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## Informative Judging Form

Name \_\_\_\_\_

Tribal College \_\_\_\_\_

Selection \_\_\_\_\_ Author \_\_\_\_\_

Judge Signature \_\_\_\_\_ RM \_\_\_\_\_ RD \_\_\_\_\_

Score each criterion 1 to 10, with 10 being the highest/best.

CRITERIA	SCORE	COMMENTS
Introduction – shall be memorized Is it effective? Is it appropriate? Does it command attention?		
Clarity and Effective Organization Is there a clear thesis? Are there clear transitions between main points?		
Use of Supporting Material Is there sufficient supporting material? Is the support recent, relevant, reliable, and well- documented?		
Use of Language Is there clarity, directness, proper grammar, articulation, and pronunciation?		
Communication of Purpose (informative)		
Delivery Are there gestures; are they appropriate? If there is movement, does it distract from the message of the speech?		
General Effect/Areas to be Improved Eye contact and other factors not covered above		

Total Points \_\_\_\_\_

Time \_\_\_\_\_

## Persuasive Judging Form

Name \_\_\_\_\_

Tribal College \_\_\_\_\_

Selection \_\_\_\_\_ Author \_\_\_\_\_

Judge Signature \_\_\_\_\_ RM \_\_\_\_\_ RD \_\_\_\_\_

Score each criterion 1 to 10, with 10 being the highest/best.

CRITERIA	SCORE	COMMENTS
Introduction – shall be memorized Is it effective? Is it appropriate? Does it command attention?		
Clarity and Organization Is there a clear thesis? Are there clear transitions between main points?		
Use of Supporting Material Is there sufficient supporting material? Is there critical thought? Are there enough sources to support the points covered? Are the sources recent and relevant?		
Use of Language Is there clarity, directness, proper grammar, articulation, and pronunciation?		
Quality of Persuasive Style Is there clarity, directness, simplicity, articulation, and correct pronunciation?		
Delivery Are there gestures, are they effective? If there is movement does it distract from the message?		
General Effect/Areas to be improved Eye contact and other factors not covered above		

Total Points \_\_\_\_\_

Time \_\_\_\_\_

## Duo Interpretation Judging Form

Name \_\_\_\_\_

Tribal College \_\_\_\_\_

Selection \_\_\_\_\_ Author \_\_\_\_\_

Judge Signature \_\_\_\_\_ RM \_\_\_\_\_ RD \_\_\_\_\_

Score each criterion 1 to 10, with 10 being the highest/best.

CRITERIA	SCORE	COMMENTS Speaker A	COMMENTS Speaker B
Introduction – shall be memorized Is it effective? Is it appropriate? Does it command attention?			
Communication of Mood, Emotion, Thought Is the mood interpreted correctly?			
Characterization Does the speaker suggest character without undue impersonation?			
Vocal Responsiveness Volume, pronunciation, articulation, and enunciation are appropriate? Are pauses used effectively?			
Body Action Gestures, poise, and motion are appropriate & effective.			
Appropriateness of Selection Quality, cutting, arrangement			
General Effect/Areas to be improved Eye contact and other factors not covered above			

Total Points \_\_\_\_\_

Time \_\_\_\_\_

### SPEECHES COMPETITION GUIDELINES AND PROCEDURES

- The Speeches coordinator is chosen by the host committee. The Speeches coordinator will reserve three (3) appropriately-sized Speech locations depending on whether an audience will be permitted. If an audience will be permitted to attend then a larger conference room will be required; if no audience will be permitted then the coordinator can reserve three (3) classroom-sized rooms.
- The Speeches coordinator will provide periodic updates to the host committee concerning registration numbers and the cost of the Speeches supplies/requirements.
- The Speeches coordinator may use the proven rules from above and make adjustments as the need arises to adapt to the specific host location, participant-entry size, budget limitations, etc.
- The Speeches coordinator needs to hire or recruit at least three (3) impartial Judges. The judging for the Speeches competition will be all day on two days; each day is broken into 2 distinct sessions, morning and afternoon. Upon arrival, judges should check in at the registration desk, get their name badge, and then find the correct conference room or classroom.
- The Speeches coordinator needs to recruit ~two (2) people (faculty, staff, or students) to assist the judges, onsite scheduling, monitoring, and registration and on-site setup of the conference room. The judges' forms need to be tallied at the end of each category and recorded into a master spreadsheet.
- The first day of the student conference will be a rehearsal day for the competitors. The Speeches coordinator can hire a paid professional to provide feedback to the student competitors and coaches. Feedback from a paid professional will be a one-way interaction: there is not enough time for every coach or student competitor to comment on the feedback.
- Suggested Checklist of Materials to bring to the conference: Large dry erase board for the official results; master spreadsheet of the registered students/teams; projector screen; projector; laptop; lectern/lectern; easel.
- Have a firm registration deadline. Postmarked, faxed, emailed, etc. at least seven (7) days before the start of the conference. No exceptions.
- Enter registered students into a master spreadsheet by college/team to ease the checking in process at the conference.
- The coordinator arrives at the conference at least one (1) day before the competition to setup the rooms reserved for the Speeches competition with at least three (3) tables, a lectern, and an easel in each room. The Judges' tables will be in the back of the room facing the speakers.
- The order of the speeches is random.
- Once the conference begins, the students are responsible for their own scheduling of other conference competitions.
- The Speeches coordinator is responsible for reporting the winners to the awards' banquet coordinator.



## TRADITIONAL PLANTS AND HERBS

### Required Competition

#### AIHEC Traditional Plants and Herbs Competition Objectives:

- Strengthen existing science/botany/environmental science programs at TCUs and stimulate new interest in plant fields.
- Encourage interest in Native culture and history of traditional plants and their impact on Native community wellness.

#### AIHEC Traditional Plants and Herbs Competition Rules

1. The traditional plant competition will be in a PowerPoint format with fifty (50) slides (one (1) slide for each plant) on a provided laptop.
2. The traditional plants will be selected from the Native region of the host committee.
3. A list of all the traditional plants, with acceptable scientific, Native, and common names, as well as acceptable uses, will be available as part of the registration packet.
4. Plants will be identified with appropriate information immediately following the competition.
5. First, second, and third place will be awarded.
6. Books from the reference list can be obtained from every Tribal College library, science department, or bookstore.
7. Tribal College student participants will have up to two (2) hours to complete the competition.
8. There can only be one (1) tribal college student participant at a laptop at a time during the competition.
9. Reference material is not permitted during the competition.
10. Common names or traditional uses may vary; check the registration-reference list for acceptable plant names and uses.
11. Traditional plants may have more than one (1) traditional use; however, only one (1) traditional use needs to be provided for each plant in the competition. Each tribal college student participants' list will provide one (1) traditional use for each plant.
12. Any alternate use for a traditional plant that tribal college student participant wishes to provide during the competition shall be cleared by the host committee coordinator prior to the start of the competition. Any traditional use provided by the tribal college student participant shall be verified as a traditional use of the host committee region.
13. Tribal College student participants shall list the scientific name, common name, the regional name, and traditional use for each plant.
14. Traditional uses for each plant shall be specific beyond simply "food" or "medicine".
  - vi. For medicines, Tribal college student participants shall identify the part of the plant that is used and illness that is treated.
  - vii. For foods, Tribal college student participants shall identify the part of the plant that is consumed.
  - viii. For building materials, tribal college student participants shall identify the part of the plant that is used and give an example of its uses.
  - ix. For other uses, Tribal college student participants shall identify the part of the plant used and its uses.

# AIHEC Student Conference Handbook

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## Official AIHEC Traditional Plants and Herbs Competition Registration Form

This form shall be submitted by *[Insert Deadline]*

Submit the form to: *[Insert AIHEC Host Committee or the Traditional Plants Coordinator Contact Information]*

**Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Tribal College:** \_\_\_\_\_ **Tribe, if Applicable:** \_\_\_\_\_

**Address:** \_\_\_\_\_

I certify that the Tribal College student participant listed on this registration form meets all eligibility guidelines of the American Indian Higher Education Consortium (AIHEC) and is eligible to participate in the AIHEC Student Conference.

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Signature – Traditional Plants and Herbs Point of Contact

Date

### TRADITIONAL PLANTS AND HERBS COMPETITION GUIDELINES AND PROCEDURES

- The host committee selects the Traditional Plants coordinator. The Traditional Plants coordinator will reserve an appropriately-sized Traditional Plants location. A small conference room will suffice.
- The Traditional Plants coordinator will provide periodic updates to the host committee concerning registration numbers.
- The Traditional Plants coordinator may use the proven rules from above and make adjustments as the need arises to adapt to the specific host location, participant-entry size, budget limitations, etc.
- The Traditional Plants coordinator might need to recruit ~ two (2) people (faculty, students, or staff members) to assist with judging, onsite monitoring, and registration.
- Suggested Checklist of Materials to bring to the conference: master spreadsheet of the registered students, enough scorecards for each Traditional Plants participant, laptop with Traditional Plant PowerPoint presentation.
- Have a firm registration deadline. Postmarked, faxed, emailed, etc. at least seven (7) days before the start of the conference. No exceptions.
- Enter registered students into a master spreadsheet by college/team to ease the checking in process at the conference.
- The coordinator arrives at the conference at least a day before the competition to setup the room reserved for the Traditional Plants with a table and the laptop.
- The Traditional Plants coordinator is responsible for reporting the winning team to the awards' banquet coordinator.

## **VOLLEYBALL**

### Optional Competition

#### AIHEC Volleyball Competition Objectives:

- Strengthen existing volleyball programs at TCUs and stimulate new interest in Volleyball.
- Showcase talent and skills.

#### AIHEC Volleyball Competition Rules

1. Net height is set at 8 feet.
2. Only the team captains may address questions concerning a player, the game, or an official's call.
3. Non-athletic shoes and any item an official or coordinator feels may be a risk are not permitted to be worn during competition.
4. A team consists of eight (8) players with no more than six (6) on the court during the game. A game may start with as little as only four (4) players (two (2) males and two (2) females).
5. Free substitutions are allowed during dead-ball moments.
6. A match is considered best of three (3) games.
7. The first two (2) games will be played to twenty-five (25) points each game, using rally scoring. The third game will be rally scoring to fifteen (15) points.
8. To win games, teams shall win by two (2) points or the first team to score thirty-one (31) points in the first and second game or twenty-one (21) points in the third and final game.
9. At least two (2) males and two (2) females are required to start a match. There can never be more males than females on the court for a team. Teams can play with as many as four (4) females and two (2) males.
10. Game time is grace time.
11. Teams are provided one (1), sixty (60) seconds, team timeout per match.
12. All rosters are final.
13. Awards will be provided to 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> place teams. Awards will be given to only eight (8) players and one (1) coach per team.

# AIHEC Student Conference Handbook

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## Official AIHEC Volleyball Roster Registration Form

This form shall be submitted by *[Insert Deadline]*

Submit the form to: *[Insert AIHEC Host Committee/Volleyball Coordinator Contact Information]*

Tribal College: \_\_\_\_\_

Team Name: \_\_\_\_\_

Head Coach (optional): \_\_\_\_\_

Point of Contact Email: \_\_\_\_\_ Phone: \_\_\_\_\_

### Roster

*Please type or print legibly.*

	First and Last Name		First and Last Name
1		5	
2		6	
3		7	
4		8	

I certify that the Tribal College participants listed on the roster meet all eligibility guidelines of the American Indian Higher Education Consortium (AIHEC) and are eligible to participate in the AIHEC Student Conference.

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Signature – Volleyball Point of Contact

Date

### VOLLEYBALL COMPETITION GUIDELINES AND PROCEDURES

- The Volleyball coordinator is chosen by the host committee. The Volleyball coordinator will reserve at least one appropriately-sized gym with boundary lines marked for regulation Volleyball.
- The Volleyball coordinator will provide periodic updates to the host committee concerning registration numbers and the cost of the Volleyball supplies (nets and volleyballs).
- If enough resources (equipment, officials, gym-size, etc.) can be secured to play four (4) matches at once, then double elimination bracketing may occur.
- The Volleyball coordinator may use the proven rules from above and make adjustments as the need arises to adapt to the specific host location, participant-entry size, budget limitations, etc.
- The Volleyball coordinator might need to recruit ~ four (4) people (faculty, staff, or students) to assist with officiating, monitoring, scheduling, and on-site setup of the Volleyball courts in the gym. For two (2) matches playing at once, two (2) people will be needed to officiate (one (1) per court) while four (4) people will be needed as line judges (two (2) per court).
- Depending on the budget available and the policies of the host committee colleges, the coordinator may wish to: charge an entry fee, hire professional officials, and/or hire an athletic trainer.
- Suggested Checklist of Materials to bring to the conference for two (2)-court, single elimination matches: two (2) eight (8) foot nets; four (4) Volleyballs, eight (8) small plastic cones to determine the back lines, large dry erase board to make a visible bracket, and the master spreadsheet of the registered students/teams. Officials will need whistles and line judges could use flags.
- Have a firm registration deadline. Postmarked, faxed, emailed, etc. at least seven (7) days before the start of the conference. No exceptions.
- Enter registered students into a master spreadsheet by college/team to ease the checking in process at the conference.
- The coordinator arrives at the conference at least a day before the competition to setup the reserved gym for the Volleyball games with at least two (2) courts with two (2) nets and eight (8) cones for the four (4) backlines.
- The coordinator may also be an official and the mediator for the competition.
- The order of the starting bracket is setup randomly.
- Once the conference begins, the students are responsible for their own scheduling of other conference competitions.
- The Volleyball coordinator is responsible for reporting the winning teams to the awards' banquet coordinator.

## WEB PAGE DESIGN

### Required Competition

#### AIHEC Web Page Design Competition Objectives:

- Strengthen existing Computer Science, Technology, Marketing, and Art programs at TCUs and stimulate new interest in these fields.
- Encourage the development of webpage skills.
- Showcase talent and skills in visual design, creativity, etc.

#### AIHEC Web Page Design Competition Rules

1. The subject matter is open, but offensive content or language is not permitted.
2. Teams shall have at least three (3) members, but no more than five (5) members.
3. All student participants will be asked questions by the judges. Each team member will be responsible for presenting the work they contributed to their team's web page.
4. Individual entries are permitted.
5. Web pages shall be concise; the presentation of the web page and all judges' questions will not be permitted to exceed ten (10) minutes.
6. The web page may contain blogs, v-logs, audio, video, flash, Java, etc.
7. All web pages shall be supported by Internet Explorer, Google Chrome, Safari, and Mozilla Firefox and by Mac/PCs.
8. All web pages, and any linked files, shall be submitted on a CD/DVD or Flash Drive.
9. All web pages will be viewed on a seventeen to nineteen inch (17-19") monitor screen at a resolution of twelve-eighty by nine-sixty (1280x960).
10. Web Page Design participants shall bring any used plug-ins.
11. All Web Page Design participants need to arrive at the conference well in advance to confirm that all software and plug-ins necessary for their web page is installed.
12. Web Page Design entries will base their webpage on a specific theme (such as a fictional business or tribal entity).
13. Certain elements will be required in each web page entry, including but not limited to: online registration, webpage introduction or homepage, mission statement, branding, product offering, etc.
14. Three (3) independent judges will evaluate the web pages.

# AIHEC Student Conference Handbook

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## Official AIHEC Web Page Design Competition Registration Form

This form shall be submitted by *[Insert Deadline]*

Submit the form to: *[Insert AIHEC Host Committee or the Web Page Design Coordinator Contact Information]*

Tribal College: \_\_\_\_\_

Team Name: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Circle One: Team or Individual

*Please type or print legibly.*

	First and Last Name
1	
2	
3	
4	
5	

I give permission for this Web Page Competition entry to be included in the AIHEC Virtual Library.

\_\_\_\_\_  
Signature of Team Captain or Individual Participant

\_\_\_\_\_  
Date

I certify that the Tribal College participants listed above and on the roster meet all eligibility guidelines of the American Indian Higher Education Consortium (AIHEC) and is/are eligible to participate in the AIHEC Student Conference.

\_\_\_\_\_  
Signature – Web Page Design Point of Contact

\_\_\_\_\_  
Date



## Web Page Design Judging Form

Team Name \_\_\_\_\_

Tribal College \_\_\_\_\_

Judge's Signature \_\_\_\_\_

Score each criterion 1 to 10, with 10 being the highest/best.

CRITERIA	SCORE	COMMENTS
<b>Artistic Merit:</b> Appeal		
<b>Creativity of the Site:</b> Use of technology as it is integrated into the presentation		
<b>Logic of Layout/Message:</b> Consistency of layout presentation		
<b>Compatibility with Standards :</b> Viewable from a variety of browsers/platforms		
<b>Effective use of Multi-Media Applications</b>		
<b>Coding Language</b> Difficulty of language Aesthetics of script		

Total Points \_\_\_\_\_

Time (Limit Ten Minutes) \_\_\_\_\_

### WEB PAGE DESIGN COMPETITION GUIDELINES AND PROCEDURES

- The Web page Design coordinator is chosen by the host committee. The Webpage Design coordinator will reserve an appropriately-sized Web page Design location depending on whether the web page design participants will be permitted to present their entries. If an audience larger than the three (3) judges will be permitted to attend, then a large conference room will be required; if no audience will be permitted then the coordinator can reserve a classroom-sized room.
- The Web page Design coordinator will provide periodic updates to the host committee concerning registration numbers.
- The Web page Design coordinator may use the proven rules from above and make adjustments as the need arises to adapt to the specific host location, participant-entry size, budget limitations, etc.
- The Web page Design coordinator needs to recruit ~ three (3) people (faculty, staff, or students) to assist with judging.
- Suggested Checklist of Materials to bring to the conference: master spreadsheet of the registered students, judging scorecards, projector screen, laptop, and projector.
- Have a firm registration deadline. Postmarked, faxed, emailed, etc. at least seven (7) days before the start of the conference. No exceptions.
- Enter registered students into a master spreadsheet by college/team to ease the checking in process at the conference.
- The coordinator arrives at the conference at least one (1) day before the competition to setup the room reserved for the Web page Design with at least one (1) judges' table and to confirm the screen and projector work properly.
- The coordinator may also be a judge for the competition but the theme should be developed, selected, and/or approved by a committee of the region's coordinators in the fall before the conference.
- The order of the presentations is setup randomly.
- Once the conference begins, the students are responsible for their own scheduling of other conference competitions.
- The Web page Design coordinator is responsible for reporting the winning team to the awards' banquet coordinator.

**APPENDIX A**  
2015 Southwest Lead Coordinator Report  
**Cristy Davies Consulting**  
**Event Production Services**

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**AIHEC Spring Conference**

Post-event report prepared by **Cristy Davies**

Dated: 4/9/15

This post-report focuses on logistics and suggestions for future planning. It does not address the internal working of the competitions. As revenue and registration were handled by TOCC, final numbers in these areas are not included as they were not yet available.

**Structure and process:**

In working with a large committee it is important that all involved have a clear sense of the roles and responsibilities of all involved. The event planner and the Head of the planning committee are two key people whose roles should be clearly outlined to the committee.

- The planner duties are outlined in the contracted scope of work and would generally include all of the logistics (menu, a/v, room sets, agenda document maintenance, etc.). The planner, in that capacity, may be involved in web maintenance, program content management and sponsor relations.
- The Committee Head calls committee meetings, keeps meeting minutes and should be the lead on competition specific issues.
- Committee members retain the duties related to planning, staffing, running and reporting on their specific competitions. Competition room spec and set needs, a/v and food needs will be worked on with the planner.

## AIHEC Student Conference Handbook

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### **Scope of work:**

The planner becomes an instrumental “go to” person on the committee. Certain requests for planner assistance were redirected to others on the planning committee (examples: volleyball site contracting, developing Critical Inquiry topics, issues of eligibility, etc.)

The planner became more involved in certain areas that were initially outlined to remain committee duties. These were logical extensions of the planner role handling logistics. The main areas were a larger role in the management of sponsor relations and a project management level role in web maintenance.

### **Record keeping:**

There was a delay in getting information on last year’s event. While introductions were helpful, it seemed that the information was not saved in an easily accessible report form. Creating some reporting templates and making sure they are archived would be very helpful.

#### *Items that would be helpful:*

Full list of all exhibitors, sponsors and ad purchasers with full contact info

Full list of registration by registration type

Tee shirt and bag order numbers

Budget documentation (prior year’s revenues and expenses)

## **Facility and Logistics**

### **Room and space requirements to consider for future booking**

The event is space intensive. The number of rooms required by competitions is high. The space contracted was very accurate and well planned. We used ALL contracted space plus some minor additions.

### **Facility Space Snapshot:**

- Created a room set and spec sheet for committee use. Very helpful in getting all logistics information.  
**Attachment:** AIHEC room spec sheet

**Exhibit Hall** of (30,000 sq. ft.) Did not use all square footage.

**General Assembly room:** (~20,000 sq. ft.) to accommodate 800-1000 theater style

- Would be nice to have one room assigned for all 3 days.
- This allows you to set the stage and a/v for the entire event once.
- We used Ballroom AB and the Kiva Auditorium (nice with full stage but larger than required).

**Banquet Space:** Entire Ballroom of 31,164 sq. ft. We set for 1200 people.

**Powwow Space:** Ballroom B/C was ~21,000 sq. ft. but was very crowded.

**Hand Games:** Large meeting room of 10,000 sq. ft. Accommodated 9 groups well.

**Staff Office:** Need one room tucked away with secure access for storage and to serve as command hub.

**Committee Meeting room:** Conference for 40-50. AM committee meeting room needed. Our Committee did not use this room throughout day as a command center or office.

**Registration and Posters:** Registration in foyer near Exhibit Hall or centrally located. Posters should be placed in open atrium or hall area for maximum exposure.

**Extra rooms/Pop up meetings:** 2 extra rooms needed for an AICF meeting and TCJ focus group. Used rooms from existing inventory on Tuesday.

## AIHEC Student Conference Handbook

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### **Competitions:**

19 competitions and Stickball demonstration

Volleyball, archery and stickball were offsite.

For those 19 competitions we used per day:

Sunday: 18 rooms    Monday: 19 rooms    Tuesday: 13 rooms

Notes:

- The One Act Play requires a larger room to accommodate the stage and seating.
- Housed the computer related one day competitions (Computer Programming, 3D Modeling, and Web Design) in same room to facilitate computer set up.
- Chess would request 2 days—increase in room needs
- Having TCU IT techs to help with competition a/v (TCU equipment) was a great help

### **Workshops:**

Given the number of rooms needed for competitions had a shifting number of sessions each day, with the largest number offered on Tuesday.

We had 11 workshops total: 2 on Sunday, 1 on Monday, and 8 on Tuesday.

### **Budget:**

#### **Budget documentation**

I created a budget worksheet for tracking both revenues and expenses.

**Attachment:** [2015 AIHEC Budget wksht 4-1-15](#)

- If this were to be fully populated with actuals from 2015, this would be a valuable tool for the next host committee.

The host committee needs to see the actuals in revenue from prior years in order to create accurate projected revenue that will inform the overall conference budget.

Not having a clear projected revenue figure on which to base the management of expenses was a challenge.

## AIHEC Student Conference Handbook

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Expenses will shift from year to year as the event moves between smaller towns/hotel venues and larger cities/Convention Centers. Convention Center costs are usually higher.

**Audio-visual:** Selected a vendor and projected expenses of \$15,000. Ended on budget.

**Decorator:** Final amount was \$12413, over the initial estimate by \$1072.67.

The additional charges include costs to set up the USDA on site hire event in the amount of \$1006 (and USDA was invoiced for these charges). We also added a few chairs and the # of poster board signs was higher than estimated.

**Food and beverage:** Food and beverage minimum in Convention Center contract of \$127,000 before tax and service charge was a bit high. Agreed to meet F&B minimum of \$127,000 in order to get 10% credit and feed students well. This minimum was reasonable but we could have provided all necessary F&B at a slightly lower cost (~105,000).

F&B was \$128,512 prior to tax and service charge (\$166,384 inclusive of tax and service charge.) Of this total, \$8853 was invoice back to other organizations or AIHEC HQ.

**Additional meetings were added to our master account.** All were invoiced for payment. These additional meetings impacted initial payment but not overall expense. In addition, they worked toward our meeting our F&B minimum.

### Suggestions:

- Consider negotiating lower F&B minimum.
- Decorators add a professional look and feel to show. Recommend keeping that line item in the budget moving forward.
- Use of TCU equipment provides a solid cost savings but the overall a/v budget should be planned at ~\$15-18K.
- Consider the need for a few pop up meetings (AIHEC, TCJ, AICF). Often room will be free on Tuesday as completion space needs are reduced on that day.
- Create a budget sub-committee to review expenses, approve committee budgets and maintain oversight

## AIHEC Student Conference Handbook

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### Hotels:

Host committee conducted a survey to gather info on sleeping rooms need prior to contracting hotels. Based on the survey data, hotel contracts were negotiated with Hyatt, Doubletree and Embassy Suites.

The hotel blocks did not all perform well and the number of rooms reserved was much lower than anticipated.

- The Hyatt block did not meet the 80% obligation and we do owe attrition at the Hyatt.
- Actual booking pattern did not match that predicted by survey in pattern or overall numbers.
- Friday was treated as a peak night (main night with maximum needed) and it should have been a shoulder night (some early arrivals, not bulk of arrivals).
- Rates varied across hotels. Property with lowest rate filled all doubles early. Hyatt slow to fill.
- Hotels have limited number of double rooms and availability of doubles was an issue.
  - Doubletree ran out of doubles early.
- Timing Issue:
  - Schools book late due to confirming student competitors.
  - In order to accommodate schools, cut off dates are extended. However, this precludes being able to release unsold rooms back to the hotel to be sold—one of the main ways to manage attrition.
  - If rooms are released early enough to allow the hotel to re-sell the rooms, it can help with attrition, as attrition will not apply to any sold out dates.
    - As many colleges book their hotel one month prior to event, this timing does work for this event.
  - Consider later dates for AIHEC Spring Conference.
- Consider adding a reduction clause to the contract that sets a schedule allowing for block reduction.
- Did schools book outside of the 3 reserved properties? Given attendance, we could have expected better hotel bookings.



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**Total room nights contracted: 3505**

**Total room nights used: 2210**

Hotel	Wed. 3/11	Thurs. 3/12	Fri. 3/13	Sat. 3/14	Sun. 3/15	Mon. 3/16	Tues. 3/17	Wed. 3/18		
<b>Embassy Suites</b>									total	
contracted	0	0	10	20	100	100	100	0	330	
actual	0	6	7	102	104	104	103	0	426	
Performance	129%	Over performed at this property.								
<b>Hyatt</b>										
contracted	0	100	300	350	350	350	350	75	1875	
actual	17	38	90	226	210	196	182	5	964	
Performance	51.4%	Facing attrition penalty.								
		Needed to consume 1500 room nights or 80% of block								
<b>Doubletree</b>										
contracted	0	50	250	250	250	250	250	0	1300	
actual	0	1	9	199	213	211	187	0	820	
Performance	63%	Not facing attrition as hotel sold out one of the nights we needed to fully book our block.								

### Suggestions:

- If negotiating multiple hotels, require rates that are the same or within \$10 of one another.
  - Hyatt had largest room block but was not lowest rate offered. Consider largest block at lowest rate in future.
- Negotiate for a set # of double rooms rather than “Run of House”.
- Consider adding a reduction clause to the contract that sets a schedule allowing for block reduction.
- Do not book treat Friday as a peak night (book fewer rooms to cover early arrivals)
  - Even with Presidents’ Meeting, early arrivals on Friday were minimal (~100).
- Based on attendance near 1000, look at contracting between 2000-2300 room nights.

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### **Registration (and totals for food and other orders):**

*TOCC managed registration. These numbers are taken from final lists provided post event. If TOCC has different #s, I would defer to their records.*

<b>Total registered</b>	<b>1013</b>		<b>Tee Shirt</b>
School regs	825		QTY: 350
Individual reg	29		Size Breakdown: S-20, M-30, L-125, XL-150, 2X-20, 3X-5
Elders	19		Cost per shirt: \$6.95
On-Site regs	92		Total: \$2,432.50
Exhibitors	44		
Sponsors	4		
<b>Total # Banquet tickets sold</b>	<b>1054</b>		<b>Bag Order</b>
# at close of online reg	910		QTY: 1000
Onsite tickets sold	144		Price: \$5.50
			Total: \$5500

### **Banquet ticket control process**

We understood that there was insufficient seating for all ticketed attendees in 2014. In order to prevent that we did the following:

- Determine maximum number of seats in banquet room reserved
- Published the maximum seating capacity on registration web site
- Registration team monitored # of tickets included in registration packets as well as all additional sales (ongoing)
- Calculate Final Guaranteed number of meals --due 72 hours prior to event
- Communicate the Guarantee # to catering
- Determine cut off time for on-site ticket sales
- Determine # of tickets to be sold on-site
- Reconfirm new # with catering

### **F&B Numbers:**

- Banquet: Guaranteed/purchased 1020 entrees for 1054 tickets sold.

## AIHEC Student Conference Handbook

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- Breaks: Anticipated feeding 800 people but with back and forth of students could have calculated for closer to 500 and had sufficient food.
- AICF Student Banquet: Final # was 210.

### **Website**

Website was late in going live.

Having the approved Handbook with competition guidelines should speed the process in future year. A two staged approach could be used to good advantage. First stage could feature general info and exhibit/sponsor sales and seek to drive conference revenue.

#### **Website should go live by early Q2/ Stage 1.**

- Save the date for exhibitors
- Exhibit booth sales
- Sponsor solicitation
- Program ad sales
- Dates and general info for attendees (maps, hotel info, etc.)

Stage 2 would include all specific competition deadlines, requirements, book lists, topics, etc.

### **Reporting**

Website needs to be configured to allow for easy reporting. Registration team should be able to pull reports on all registration data. This is critical for managing the exhibitors and managing banquet tickets.

### Tradeshow/Exhibits:

<b>54 Exhibit booths sold</b>		
	14 art booths (\$300)	\$4200
	15 TCUs (\$200)	\$3000
	7 corporate/federal (\$500)	\$3500
	USDA on-site hiring event (purchased 2 booths and additional set up)	\$1745
	16 non-profit booths (\$300)	\$4800
		<b>\$17,245</b>

Recommend maintaining a master prospect list. This should be amended to include all AIHEC members and other schools, internship programs, scholarship programs, etc.

### **Suggestions:**

- Make sure venues can accommodate exhibits (at least 50 booths or 15,000 sq ft)
- Do more promotion of exhibit hall (expand prospect list, e-blasts, fliers at other events, etc.)
- To make booths more enticing and offer more ROI to vendors consider
  - Adding an hour or more of dedicated time in agenda, “meet n’ greet”
  - Place morning or afternoon snacks in hall to enhance traffic to exhibitors
- Get web site live much earlier in year to facilitate sales of booths, sponsorships and ads.

**Attachment:** AIHEC Master Exhibitor Prospect list Excel spreadsheet

**Note:** *this list contains 2014 exhibitors, 2015 exhibitors, sponsors and ad purchasers.*

## Sponsorships and ads: Revenues

**Sponsorship revenue total was \$7750.00**

Sponsor org	Contact	Sponsor level	Amount
<b>Peace Corps</b>	Judy Torres 1111 20th St, NW Washington, DC 20526 202-692-1795  <a href="mailto:itorres@peacecorps.gov">itorres@peacecorps.gov</a>	Silver	\$2,500
<b>Business Environments</b>	Sharon Hoover Thorpe 5351 Wilshire Ave, NE Albuquerque, NM 87113 505-888-4400  <a href="mailto:sthorpe@businessenvironments.com">sthorpe@businessenvironments.com</a>	Turquoise	\$750
<b>EPA</b>	Andrea Smith 1301 Constitution Ave., NW Washington, DC 20018 202-566-1809  <a href="mailto:smith.andrea@epa.gov">smith.andrea@epa.gov</a>	Silver & Turquoise	\$3,000
<b>A.T. Still University of Health Sciences</b>	Tim Flores 5850 E. Still Circle Mesa, AZ 85206 480-219-6177  <a href="mailto:tflores@atsu.edu">tflores@atsu.edu</a>	Crystal	\$1,500

**Ad sales revenue total was \$9600.00**

AHCC	<b>full page</b>	\$1,800.00
University of Minnesota Duluth	<b>half page</b>	\$1,200.00
American Indian College Fund	<b>full page</b>	\$1,800.00
Navajo Technical University	<b>full page</b>	\$1,800.00
SIPI	<b>half page</b>	\$1,200.00
IAIA	<b>full page</b>	\$1,800.00
		<b>\$9,600.00</b>

These revenue sources are critical to covering all event expense. These revenue streams could be increased.

### **Suggestions:**

- Get web site live much earlier in year to facilitate sales of booths, sponsorships and ads.
  - Coast Guard likes to book sponsorship early in year (by Q2)
- Review sponsor packages
  - Tiered packages are good
    - Who can be targeted as a major sponsor?
    - Are the package details enticing? Can other things be added?
    - Seek bag sponsor earlier in year
    - Add lanyard/neck wallet sponsor?
  - Consistency in relationships is lacking. Coast Guard is a repeat sponsor but there is no one person nurturing that sponsor relationship.
- Prepare sponsorship materials early in year to begin sales (must hit their budget cycles).
- More highlighted presentation of sponsor materials:
  - create a flier or one page sheet for distribution
  - higher visibility on website
- Sponsor Process: add an online form as well as downloadable form to meet all sponsor needs

## **General Assemblies/Production and AV**

### **Scripts**

The committee wishes to share their scripts to serve as templates for future.

**Attachment:** [Scripts for Opening and Monday & Tuesday General Assemblies](#)

### **Audio-visual**

Worked to create a polished and professional stage with lighting and slides (logo, keynote intros, etc.)

Budget does not currently support large scale stage sets or décor. A/V budget of ~5K does allow for stage lighting and an a/v tech present during large general assemblies. In future, more slides could be incorporated into general assemblies with the tech operating the switcher (seamless change from general logo to other slides or content).