

BEFORE THE CONFERENCE

The conference staff should plan to arrive 60 minutes before the start of the registration and gathering period.

Physical Arrangements

- ◆ Head table with microphone, if needed.
- ◆ Arrange the tables and chairs so all participants are comfortable and can see and hear the presenter and training aids. We recommend that six to eight chairs be placed at each table. Participants at each table form the race teams. Don't set too many chairs. It is better to add more later if more chairs are needed. Set up a few more than you think you will need, but don't overdo it.
- ◆ Registration table
- ◆ Exhibit tables
- ◆ Refreshment table
- ◆ Locate training aids where there is no glare from lights, where all participants have a clear view. Be sure electrical outlets are readily available and that you have enough extension cords. Refer to the appropriate sessions of this manual for set-up guides.
- ◆ Table for craft materials for racecar construction. Near electricity if using glue guns.

Exhibits and Displays

- ◆ Cub Scout training materials
- ◆ Boy Scout training materials
- ◆ Varsity Scout training materials
- ◆ Venturing training materials
- ◆ Committee and Commissioner training materials
- ◆ Training recognition
- ◆ Banners, emblems, flags
- ◆ Multifold display board

Note: Also see “[Literature Exhibits](#)” and “[Exhibits and Displays](#)” for specific materials and tips on exhibits and displays set-up.

The following sayings can be posted in the training room:

Patience is the ability to count down before blasting off.

It's what we learn after we think we know it all that counts.

One way to make the world better is by improving yourself.

Training without planning is like shooting without aiming.

Knowledge is knowing a fact. Wisdom is knowing what to do with that fact.

Those who seek to lead should not cease to learn.

KISMIF (Keep It Simple, Make It Fun!)

The greatest reward for serving others is always the satisfaction found in your own heart.

Be content with what you have, but never be content with what you are.

The next best thing to knowing something is knowing where to find it.

Last-Minute Checklist

- Do staff members know what is expected?
- Are staff members prepared?
- Are all materials and equipment on hand? (There may still be time to get anything that was overlooked.)
- Are there enough copies of the handouts so that a copy is available for each participant?
- Is ventilation adequate?
- Is lighting adequate?
- Are “No smoking” signs posted?
- Is a coat room or rack available (if needed)?
- Are restroom facilities open and marked? Are supplies adequate?
- Is equipment set up and ready?
- Are materials ready?
- Have meal arrangements been set (if applicable)?
- Is the room arrangement satisfactory?

Take a deep breath, relax, put on a happy face. Get ready...Get set...Go!

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