

**Study Abroad Reception – “Seeing Faces... Trading Places”**  
**November 20, 2015 – 6-9PM Panorama Room**  
 Evening Schedule - MC Notes

Time	Details
5:00-6:00pm	Decorate Panorama Room – ambassadors to assist <ul style="list-style-type: none"> <li>• Set up Study Abroad display</li> <li>• Set up decorations on tables, bring big map</li> <li>• Registration table set up – pens, name badges, have a bucket/draw box for prizes, Envelopes by country</li> <li>• Signage – IB 1<sup>st</sup> Flr, 3<sup>rd</sup> Flr stairs, ISAP Desk</li> <li>• Red Name badges – Outbound</li> <li>• Blue Name badges – All rebound</li> <li>• White Name badges – International Exchange</li> <li>• Pens and paper on tables</li> <li>• Sound check (<b>2 cordless microphone kitchen drawer under stereo</b>)</li> <li>• Upload: test all PowerPoint (agenda and Emma’s)</li> </ul>
5:45-6:00pm	Guests arrive <ul style="list-style-type: none"> <li>• Agenda PowerPoint on TV</li> <li>• <b>Aaren</b> plus one to welcome guests at registration table and start name tag and icebreaker envelope distribution – guests can sit wherever they like at this point (put into continent groups later)</li> <li>• <b>Have 2 draw bins</b></li> <li>• According to the guest’s country, give them an envelope for that country. Make a tally of the country each time you give one out. If there are no more for that country, make something up! ☺</li> <li>• Write out table marker continents and how many people should be at each table</li> <li>• Let everyone get settled and get a chance to meet the others at their table</li> </ul>
6:15-6:30	MC’s introduce themselves and welcome everyone to the event <b>Lian</b> to say a few words and formally introduce Study Abroad <b>Kenna and Lisa</b> say a few words on Karie’s behalf MCs thank them MCs mention we will be drawing 3 names for bursary winners throughout the night, and you must be present to win (bathroom break okay). We will come get your information, and please stay for a picture at the end of the night.  <b>Activity:</b> Start with icebreaker to get everyone moving and comfortable with each other Icebreaker: Make a line (circular form) from tallest to shortest in 2 minutes, then do it again but get in line from oldest to youngest. Go

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	<p>through the line after each round and see if there are any mistakes. Have everyone sit back at their tables and go over the agenda for the evening - have on a PowerPoint</p> <p>Explain badge colours and purpose of networking</p> <ul style="list-style-type: none"> <li>• <b>Red</b> Name badges – Outbound</li> <li>• <b>Blue</b> Name badges – All rebound</li> <li>• <b>White</b> Name badges – International Exchange</li> </ul>
6:30-7:15ish	<p>Second icebreaker activity to create continent tables Explain how to play (have 2 ambassadors do an example at the front of the room on how to play). Use the example of Niagara Falls. Aaren and Riley will act this out. Aaren will be Niagara Falls and will go around asking people questions to figure it out, Sarah will narrate. <b>The first continents to have their tables together get food first!</b></p> <p><b>Once everyone starts opening their envelopes, Aaren will place the continent markers on the tables.</b></p> <p>Everyone has been given an envelope, which they can now open and have a partner stick to their back. They must go around the room asking questions for a Yes or No response until they figure out which person, place, or thing they are from their designated country. Once they know their country, they can sit with their corresponding continent and meet others from that continent.</p> <p>Catering to be set up during this time</p> <p><b>Draw and announce the first bursary winner</b></p>
7:15-7:30	<p>Spend time getting food and settling back into seats</p> <p><b>Ambassador go around room and hand out bingo cards and stickers during this</b></p>
7:30-7:40	<p>Emma do a talk about current global events 1 minute of silence</p>
7:40-8:15	<p>MC introduces Panel members Panel members</p> <ul style="list-style-type: none"> <li>• Each panel member has 2 minutes to share where they studied or are from, program, and additional comments</li> <li>• Guests will have bingo cards with topics on them – when a topic is discussed they can put a sticker over that topic</li> </ul>

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	<ul style="list-style-type: none"><li>• Each time a bingo is made, a panel member can pull a door prize name</li><li>• Panel Members pull one name each for door prize (4)</li><li>• <b>After 2 door prizes have been drawn, draw a 2<sup>nd</sup> bursary winner</b></li><li>• <b>Aaren take care of draw box and prizes</b></li></ul>
8:15-8:45	<p>Closing evening comments</p> <ul style="list-style-type: none"><li>• Thank you's (see below)</li><li>• <b>Draw and announce the last bursary winner</b></li><li>• Student with the highest GPA (to acknowledge): Iris Elias</li></ul>
8:45-9:00	<ul style="list-style-type: none"><li>• Group photo</li><li>• Bursary winners photo + Iris Elias (GPA)</li><li>• End of event! People can stay and mingle if they want ☺</li></ul>

### Thank you's

- Everyone for attending
- Karie for her work
- Panel Members:
  - Jared
  - Emma
  - Alvree
  - Alexandra
  - Kiera
- TRU World for funding event
- Lian Dummouchel
- Kenna and Lisa
- CAC for room set up
- Enjoy the rest of your evening

### Preparation and tear down:

- Sound checks, music and slide show media check
- Study Abroad Display board
- Name Badges (extra blank badges – 2 black felt pens)
- Have powerpoint going on big screens

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## **THURSDAY**

- Print Bingo questions
- Bring container for draw

Action Items:

Before Event:

- Get list of Ready Set Go participants → eligible for Bursary draw → put into separate draw bin from door prizes
- Find YouTube playlist
- Sarah meet with Riley

During Event:

Start of event:

- Aaren: sign in table
  - Everyone can put their name into the draw bin for door prizes
- Sarah: meet with panel – go over questions and schedule and Emma’s presentation

Bingo:

- Sarah: go around room to bingo winners and check their cards for validity
- Aaren: draw bucket and prizes

Bursaries:

- Sarah: have panel members draw names
- Aaren: get information from winners