

# GOLDEN KEY

# CONVENTION WORKSHOPS &

# CAFÉ PRESENTATION INSTRUCTIONS

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## Workshops Feature Exemplary Chapter Leaders and Programs

Golden Key Headquarters is pleased to invite chapter members and advisors to actively contribute to the 2002 International Convention by presenting a workshop. Convention workshops are designed to allow successful chapters to exhibit and to illustrate how they are successful. The sessions also provide the opportunity to share organizational and motivational methods that help chapters run efficiently.

*Five topic areas are used to set up the workshop schedule:*

**Chapter Leader Training Workshops** provide experienced officers and advisors with an opportunity to share their respective duties, responsibilities and personal techniques to help new leaders reach their full potential in serving the chapter.

**Chapter Standards Workshops** highlight specific programs and events which chapters are expected to achieve each year. Presenters will describe planning and implementation as well as provide keys to success in overcoming any obstacles. New and creative ideas are requested to inspire chapter activity at the local level. These programs and activities may also be submitted as CAFE exhibits.

**Chapter Success Workshops** address the issues and activities that are involved in maintaining or becoming an outstanding chapter. Chapter promotion and publicity, running effective meetings and addressing specific chapter issues are primary functions discussed in these sessions.

**Advisors' Track Workshops** focus on the personal and professional needs of these outstanding chapter leaders and provide separate educational opportunities during specified times.

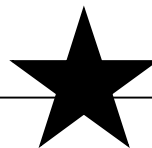
**Personal Development Workshops** enhance personal growth as well as chapter growth. From assertiveness training to time management, delegates learn skills and methods that will guide them in achieving their goals.

## CAFÉ Exhibit and Luncheon Features Outstanding Chapter Activities

Your chapter is sincerely invited to share its successful activity information with more than 1300 convention delegates during the annual CAFE (Chapter Activity File Exchange) Exhibit and Luncheon.

Thirty selected chapters will display significant activity materials, including photos, correspondence, set-up materials and evaluations, on a six-foot exhibit table during the CAFE Luncheon. Chapter members will staff the table to describe their activity and to share the details with delegates in the exhibit hall.

Delegates will have the opportunity to be exposed to outstanding new activities while enjoying an informal luncheon and exchanging ideas with new friends. Winning chapter yearbooks, newsletters and corporate information will be featured as well. At the end of the CAFE Luncheon, interested delegates can order from the Golden Key CAFE, and full activity details from the CAFE will be mailed to delegates after convention.



If you or your chapter is interested in presenting a workshop or displaying a CAFE exhibit, please complete the double-sided proposal form included with this packet and return it to the international headquarters  
**by May 15, 2002.**

The convention workshop committee will evaluate and select presenters by the first week of June for the 2002 Convention.

Outstanding newsletters should also be submitted by May 15 for display at this convention luncheon.