

ARBA Judges Conference Guidelines

What do we want to achieve?

1. Educate our judges

How do we monitor our results?

1. Evaluations
2. Attendance monitoring

Additional benefits

1. Educate our registrars
2. Educate our members
3. Select competent presenters for National conferences
4. Create a video library of quality presenters

What constraints do we have?

1. Must be simple to understand
2. Must be easy to administer & moderate
3. Must provide tracking of attendees
4. Must assure information is correct
5. Minimal budget

Index of Form Addendums

ARBA Judges Conference Guidelines	Page 1
ARBA Judges Conference Moderator Guidelines	Page 3
ARBA Judges Conference Intent to Sponsor	Page 4
ARBA Judges Conference Sponsor Guidelines	Page 5
ARBA Judges Conference Requirements	Page 6
ARBA Judges Conference Presenter Guidelines	Page 7
ARBA Judges Conference Report	Page 8
ARBA Judges Conference Evaluation Form	Page 9 - 10
ARBA Judges Conference Sample Thank You Letter	Page 11
ARBA Judges Conference Guide to Quality Video Recording	Page 12
ARBA Judges Conference Attendance Record	Page 13

ARBA Judges Conference Moderator Guidelines

Before the event:

- **Publicize, publicize, publicize** – everywhere you can – via email, posters at shows, distributing flyers at shows, getting info posted on websites, in Domestic Rabbits, etc.
- **Confirm with the presenters** the length of their presentations, directions and any agreed upon reimbursements or honorarium.
- **Make sure to have clear signs** directing participants to the event.
- **Make sure that all of your equipment works** – microphones, projectors, lights and double check that no one is using the space that you reserved.
- **Have an ARBA information table** – with articles, brochures, newsletters, fact sheets, and flyers describing your next show or conference.
- **Have enough handouts and evaluation forms for all participants.**
- **Have someone designated to video tape the conference.**

At the event, remember to:

- **Distribute evaluation forms** as participants arrive at the event that allow for comments on the presentation and encourage suggestions for future conferences.
- **Welcome the audience and thank them** for their participation.
- Introduce your presenters and include information from his/her background.
- **Have someone moderate the time** leaving time at the end for questions and follow-up. With some speakers, it may be good to leave 10 or more minutes for a question and answer period – sometimes the discussion after the speech can be as informative as the speech itself. Make sure to have questions lined up to get a Q&A period going.
- **Have someone take pictures** – of the presenters and the audience. Send copies of the pictures to the ARBA to put on the website or publish in Domestic Rabbits.
- **Possibly have certificates of participation** – for attendees and judges stating their participation with the conference.

After the event:

- **Send thank you notes** to everyone who helped the conference happen. Consider giving the speakers a mug, hat, t-shirt or other ARBA paraphernalia. Making a thank you call in addition to thank you note is great expression of true gratitude.
- **Return equipment** including videos and presentation materials to their appropriate owners.
- **Follow-up with individuals who attended the event.** Thank them for their attendance, tell them the date, time and location of the next ARBA show or conference, and ask if they have any questions or suggestions for future events.

ARBA Judges Conference Intent to Sponsor

Please complete the information below and submit it by fax, e-mail, or postmarked **90 days prior** to the proposed conference date to obtain "Official" status.

Sponsoring Organization Name: _____

Conference Date: _____

Conference Location: _____
(Include actual physical location. Ex: Interstate Center, Bloomington, IL)

Starting Time: _____

Contact person: _____

Address: _____

Phone Number: _____

Fax Number: _____

Email address: _____

Name of person(s) moderating the conference:

The signature below certifies that I have read and will abide by the ARBA Judges Conference Requirements.

Signed: _____

Date: _____

Submit to: Fax: (309)-664-0941
Email: info@arba.net
Mail: ARBA
PO Box 5667
Bloomington, IL 61702
ARBA Judges Conference Guidelines

ARBA Judges Conference Sponsor Guidelines

Sponsor a Judges Conference

Sponsoring a Judges Conference can be one of the most direct and comprehensive ways to increase rabbit education. By having expert judges or other knowledgeable breeders present information about a breeds or topics, a group can develop a much more thorough understanding of rabbits and/or cavies.

Things to consider:

- What is your budget? How do you plan to fully utilize that budget? Note that money is available from the District Director's Educational Fund by completing an Expense Request.
- When do you want to hold the conference? Does this coincide with a show?
- Where are you going to hold the conference? Who do you contact to gain permission to use the space?
- What topic do you want the presenters to address? How many presenters will you need? How will these presenters complement each other? How long do you want the presentation to be/ how much time do you want to allow for questions and follow-up discussion?
- Your target audience – ARBA Judges
- How will you draw attention to this conference? What activities will you arrange either before or after the presentation - i.e. Reception, Luncheon, Banquet, etc?
- When selecting a starting time remember that a conference must last 3 hours, so you may wish to start early so as not to go too late into the evening.
- What audio/visual needs does the presenter have - a microphone, slide or crystal projector, VCR/TV, podium - etc? How do you go about getting this equipment? Are there any costs involved?
- Will you have a reception before or after the presentation for individuals to talk with the presenters? What will you give the presenters as thank you gifts?

ARBA Judges Conference Requirements

1. The ARBA Office must receive Intent to Sponsor Form at least 90 days prior to the event. Upon the ARBA Office's approval of the Intent to Sponsor Form, the ARBA Office will develop a notification for publication in the next edition of Domestic Rabbits magazine and post on the ARBA website. Application must be made by the ARBA District Director who is responsible for insuring that qualified people are in charge of the conference and understand the importance of fulfilling all of the conference rules.
2. An ARBA Judges Conference must:
 - a. Be at least 3 hours in length (two (2) – fifteen (15) minute breaks are allowable).
 - b. Have at least fifteen (15) ARBA members present.
 - c. Have at least five (5) licensed ARBA judges present, at least two (2) licensed cavy judges if it is a Cavy Judges Conference.
 - d. Begin with a presentation on Posing and Handling.
 - e. Have at least eight (8) separate topics with at least five (5) separate breeds discussed.
 - f. Video taping is recommended but not required.
3. An ARBA Judges Conference Evaluation should be signed and completed by everyone present.
4. An ARBA Judges Conference Report must be completed by an ARBA officer, Director, or State Representative.
5. Within 10 days after the ARBA Judges Conference the following must be filed with the ARBA Office:
 - a. The ARBA Judges Conference Report
 - b. The ARBA Judges Conference Evaluations

ARBA Judges Conference Presenter Guidelines

Quick overview: **Be prepared:**

- You should always have notes.
- You should have materials to hand out.
- You should have the materials to the moderator within 5-7 days for printing and approval.
- You should ask for audience input & participation.
- You should be ready for questions.

Select a topic which you are **qualified and comfortable** presenting. **Stay focused** on your presentation. Cover areas you plan to cover. Remember that this is a **Judges** conference not a breeding advice conference.

Giving presentations to large (or even small groups) can be intimidating, so we thought it would be helpful to include some pointers on giving presentations. Please remember that The ARBA can help "prep" a presenter by giving the individual background information on the ARBA, materials for handouts, and supplemental information to help the speaker completely familiarize himself/herself with specific breeds or topics. For "prep" materials, contact the ARBA Judges Continuing Education Committee or check the ARBA website (www.arba.net).

Tips on Giving a Presentation:

There are two basic kinds of presentations - small and conversational, or large and more formal. Regardless of the type of presentation, you should always work from notes, be prepared for questions, have materials to hand out, and ask for input from the audience. The following is a good way to organize the information for your presentation, regardless of how many and to whom you are speaking.

Outline for a Presentation (based on a 15 minute presentation)

1. Opening (1 minute) - Give them your name and thank the moderator that introduced you. Give a brief introduction to the topic/breed, why you think the issue is important. Distribute handouts at this time.
2. Information on topic/breed (1 minute) – Do a broad overview of the topic/breed, highlighting the main points you wish the group to learn about the topic/breed. Be sure to stick to the structure of the hand outs.
3. In-depth discussion of main points (10 minutes) - Spend time on the important points and involve/ (interact with) the group with questions or other activities.
4. Restate the main points (2 minutes) - State the important points one more time that you want the audience to remember.
5. Closing (1 minute) - Thank the audience for their attention, and give your name again so they can fill out the evaluation form.

ARBA Judges Conference Report

Please complete this form and mail to ARBA Office. This form must be postmarked within ten (10) days of the conclusion of the ARBA Judges Conference.

Sponsoring Organization Name: _____

Conference Date: _____

Conference Location: _____

Was the following criteria met? (Place your initials in the blank before the criteria)

_____ Was the conference at least 3 hours in length? (2 -15 minute breaks are allowed)

_____ Were at least 15 ARBA members present?

_____ Were there at least 5 licensed ARBA judges present, or at least 2 licensed cavy judges if it is a Cavy Judge's Conference?

_____ Did the conference begin with a presentation on Posing and Handling?

_____ Were at least 8 separate topics *with at least 5 specific* breeds discussed?

_____ Was the conference video taped?

_____ Was the ARBA Judge's Conference sign-in sheet signed at the beginning and close of the conference?

_____ Was the ARBA Judge's Conference sign-in sheet included with this report?

_____ Was this ARBA Judge's Conference Report completed by an ARBA Officer, Director, or State Representative?

_____ Was this form mailed to the ARBA Office along with the Evaluations and Video tape within 10 days of the conference date?

The signature below certifies that I have read and abided by the ARBA Judge's Conference Requirements.

Signed: _____ Date: _____

Official capacity: ****circle one****

ARBA Officer ARBA Director ARBA State Representative

Mail to: ARBA, PO Box 5667, Bloomington, IL 61702

ARBA Judges Conference Evaluation Form

Your Name: _____ **Today's date:** _____

Circle one: ARBA Member ARBA Registrar ARBA Judge Non-Member
5 = Excellent; 4 = Very Good; 3 = Good; 2 = Fair; 1 = Poor

Presenter Name/Topic: _____

ARBA Glossary terms used: 5 4 3 2 1

Presentation was well organized: 5 4 3 2 1

Handled the questions well: 5 4 3 2 1

Handout was well organized: 5 4 3 2 1

I especially liked:

One area of improvement:

Presenter Name/Topic: _____

ARBA Glossary terms used: 5 4 3 2 1

Presentation was well organized: 5 4 3 2 1

Handled the questions well: 5 4 3 2 1

Handout was well organized: 5 4 3 2 1

I especially liked:

One Area of improvement:

Presenter Name/Topic: _____

ARBA Glossary terms used: 5 4 3 2 1

Presentation was well organized: 5 4 3 2 1

Handled the questions well: 5 4 3 2 1

Handout was well organized: 5 4 3 2 1

I especially liked:

One area of improvement:

Presenter Name/Topic: _____

ARBA Glossary terms used: 5 4 3 2 1

Presentation was well organized: 5 4 3 2 1

Handled the questions well: 5 4 3 2 1

Handout was well organized: 5 4 3 2 1

I especially liked:

One area of improvement:

Presenter Name/Topic: _____

ARBA Glossary terms used: 5 4 3 2 1

Presentation was well organized: 5 4 3 2 1

Handled the questions well: 5 4 3 2 1

Handout was well organized: 5 4 3 2 1

I especially liked:

One area of improvement:

Presenter Name/Topic: _____

ARBA Glossary terms used: 5 4 3 2 1

Presentation was well organized: 5 4 3 2 1

Handled the questions well: 5 4 3 2 1

Handout was well organized: 5 4 3 2 1

I especially liked:

One Area of improvement:

Presenter Name/Topic: _____

ARBA Glossary terms used: 5 4 3 2 1

Presentation was well organized: 5 4 3 2 1

Handled the questions well: 5 4 3 2 1

Handout was well organized: 5 4 3 2 1

I especially liked:

One area of improvement:

ARBA Judges Conference Sample Thank You Letter

Date

Dear ARBA Judges Conference Participant:

I'd like to thank you for attending our recent ARBA Judges Conference. I hope that you found it to be a good learning experience. Future Conferences will be advertised in the Domestic Rabbits and on the ARBA website: www.arba.net. If you ever have additional questions or concerns, feel free to contact myself or a presenter.

Sincerely,

ARBA Judges Conference Sponsor

ARBA Judges Conference Guide to Quality Video Recording

The day prior to the conference:

- Test camera; be sure to have tripod and everything needed to tape.
- Be sure that batteries are charged and sufficient for 4 hours of taping, in case there is no electricity.
- Be sure to have extra video tapes.

The day of the conference:

- Set up the video camera in the front either to the left or the right of the presentation table.

Avoid the higher traffic area:

- Inform presenters of your intent to video tape them. Coach them to the center of the table.
- Once placed, test the camera and microphone.
- Monitor the taping during the conference. Try to pause the tape during transitions and breaks.

After the conference:

- Be sure the conference is on a standard size video tape.
- Mail the video tape to the ARBA Office.

