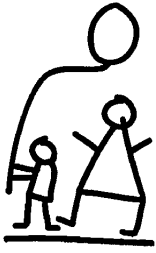




Adolescent Parent Interagency Network



APIN Adolescent Parents Day
November 18, 2010 Norwood Hotel
9:15am – 2:45pm

To Service Provider:

The APIN Steering Committee members are asking for your help to ensure a successful day for our adolescent parents. Please review the following guidelines:

- Recommended ratio is **one** service provider for every **six** parents. This ensures that there will be at least one service provider at each table
- Parents are encouraged to bring their babies – activities planned are for both parents and their children. It would be helpful for parents to bring some toys and snacks for their toddlers.
- Before arriving for the day, discuss any rules with the parents. For example:
 - Talk quietly in hotel public areas
 - Do not talk while presenters are talking
 - Cell phones need to be turned off or on vibrate. If you must talk on the phone, please use the hall
 - Do not leave babies/children unattended
 - Clean up after yourself
- Arrive on time, but not *too* early! If you arrive early, please quietly wait in hotel lobby
- Please bring everything you will need (ie. Baby wipes, etc.)
- Please be available to participate in the activities and help with the babies/children at your table. If you require extra assistance, please ask a steering committee member.
- Remind parents not to talk during presentations
- Ensure that table and area are left as clean as possible
- If the number of people you have registered changes, please contact APIN at info@apin.org or tel. 253-7013 to help us keep our numbers as accurate as possible.
- **Display tables** will be available for organizations to set up their display boards and pamphlets. Contact APIN no later than **Wednesday, November 10, 2010** at info@apin.org if you are interested. There is no cost to display but space is limited and based on first come, first served.
- If you are a smoker, please only smoke during lunch and respect the policies of the Norwood Hotel.

Thank you for your support and have a wonderful day!!