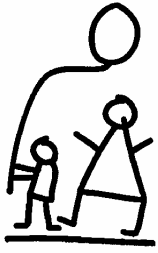




Adolescent Parent Interagency Network



APIN Adolescent Day Conference
October 21, 2008 Norwood Hotel
9:30am – 2:45pm

To Service Provider:

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
- Before arriving for the day, discuss any rules with 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 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 let contact Dana at 224-1831 to help us keep our numbers as accurate as possible.
- Display tables will be available for those organizations that would like to set up their display boards and pamphlets. Contact Dana at 224-1831 if you are interested. There is no cost to display but space is limited.

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