

NATIONAL DAY OF DIALOGUE 2020 EVENT PLANNING TOOLKIT

What is the Day all about?

Every March, AAWCC organizes its annual Day of Dialogue to encourage chapters to engage in thoughtful conversation about issues impacting women attending and working at community colleges. AAWCC develops a theme and toolkit to support chapters to develop programming complementing the theme. While called Day of Dialogue, chapter programming takes place throughout the month of March.

In 2020 we explore our role in advancing gender identity equity. The Board of Directors believe that as a leading national women's organization, AAWCC must speak to the iniquities faced by students, faculty, and staff in our LGBTQ+ communities. We know that that for some, this is a personal and controversial topic and we need to lead campuses in having civil conversations on this topic. Join us to showing the nation how to lead with equity and civility.

2020 DAY OF DIALOGUE THEME:

GENDER IDENTITY AND EXPRESSION

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Steps to Planning a Great Event

- 1. You may organize the event with a committee comprised of faculty, staff, administrators, and students, and community.**

It is important to assign note takers as part of your Committee's responsibility so they can collect/record the conversations regarding the three AAWCC questions that will be asked as part of your Day of Dialogue (refer to the discuss toolkit). You may also want to supply note cards and ask people to write down their answers to the questions as well to further collect data.

2. Decide on the format for the National Day of Dialogue event. The event can be one hour to a full work day. This depends on what the committee decides they can accomplish. Examples of what a National Day of Dialogue event could consist of are below:

- Speakers (keynote speakers or panelists)
- Large Group Discussion
- Small Group Discussions
- Women of Achievement Awards (honoring women in the community)
- Day of service
- Opening or closing with a speaker and including discussion sessions throughout the day or however long your National Day of Dialogue is determined to be.



3. Items for the National Day of Dialogue Committee to consider for the event:

The planning grid below includes the fundamentals a planner must expect to coordinate.

TASK	ASSIGNED TO	COMPLETED	NOTES
Site Selection			
Event logistics			
Hotel accommodations (if			
Travel arrangements (for speakers)			
Invitations			
Food			
Entertainment			
AV equipment			
Decorations			
Printing			
Gifts and awards			
Publicity (social medial, newsletters)			
Event day set up			

4. The most memorable aspect of the meeting or event you plan (aside from the food) is likely to be the program. If you elect to have a speaker, then selecting the right speaker to address participants is crucial. The following are the basics to keep in mind if you decide to host a speaker:

- Know the program objectives.
- Understand audience needs.
- Ask for references.
- View a demo video.
- Don't assume that all celebrities or key community leaders know how to deliver an effective speech.
- Be wary of grandiose claims.
- Provide speakers with good information so they give you what you want.
- Provide the speaker information via email and confirm via phone that they have received the confirmation letter with details about the event.

5. The week before the National Day of Dialogue event:

- Confirm the accommodations and set up.
- Confirm committee assignments with members.
- Confirm time to meet committee members to assist with set up for the day of the event.
- Confirm any speakers via email and phone and be available to answer any last minute questions.

6. What to do during the National Day of Dialogue event:

- Plan to be at least 2 hours early on this day to help with set up, questions, and to support others that may need reminding that your event is TODAY!
- Double check on the accommodations and set up for the event.
- Bring all items for the event to the venue where the event will be taking place.
- Set up!

7. Submit your report on your activities to AAWCC:

AAWCC will be compiling your answers and creating a report on meeting the current and future needs of community college women. The report will be shared on AAWCC National Website and preliminary information.

- [Go to the National Day of Dialogue Report link](#)
- Please email pictures of your event that may be used on the AAWCC website to showcase the movement happening across the USA to Beth Holman at ehoman@howardcc.edu

Resources for Civil Conversations on Campus

- ▶ [Guidelines for Discussing Difficult or Controversial Topics](#)
- ▶ [Informed Civic Engagement Resource Guide: Civil Discourse](#)
- ▶ [Tips for Facilitating Challenging Conversations](#)