



Close the Deal Event Agenda

Mini-Conference Format-SAMPLE

8:30 Students to Auditorium

8:45 Welcome and Introduction by Principal

9:00 Welcome by Superintendent

9:15 School Counselor dismisses students to first breakout session (assign students to groups before event and make sure each student has sheet or card with the breakouts they will attend and in which order)

9:30-10:00 First Breakout Sessions

- Four Year Public Admissions
- Ins and Outs of Community College
- Military Options
- Paying for College 101 with KHEAA
- Business Leader Panel Discussion
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10:05-11:35 Second Breakout Session

- Four Year Public Admissions
- Ins and Outs of Community College
- Military Options
- Paying for College 101 with KHEAA
- Business Leader Panel Discussion
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11:40-11:10 Third Breakout Session

- Four Year Public Admissions
- Ins and Outs of Community College
- Military Options
- Paying For College 101 with KHEAA
- Business Leader Panel Discussion

Event Agenda-“Mini-Conference” Format-SAMPLE, Cont.

- 11:20** **Students back in auditorium for Key Note Speaker (community leader, former student or other motivational speaker)**
- 11:40** **Closing Remarks (Counselor or principal)**
- 11:45** **Group Lunch (LUNCH SPONSOR SECURED BY SCHOOL)**
- 12:15** **Students dismissed back to class**

NOTE: Mini-conference session setup: Can allow for larger groups and will require a fewer number of “expert” volunteers, as students will rotate between presentation sessions.