



Conference Evaluation

Please complete this form at your earliest convenience. Your evaluation is valuable to the University. Please return the form to: AAUC, 1111 Franklin Street, 9th floor, Oakland, CA 94607-5200, fax: 510 987-9181 or to your alumni association.

Delegate Name: _____ Campus: _____

How many years have you attended the UC Day in Sacramento? _____

This is my first year. _____ I have attended _____ years.

Please evaluate the following:

Table with 7 columns: Item, 1, 2, 3, 4, 5, 6. Rows include: Preparation for Meetings (briefing was very thorough vs needed more information), Meeting materials (easy to use vs difficult to use), Meeting schedule (well-organized vs not well-organized), Quality of legislative visit (enjoyable experience vs not enjoyable), Usefulness of UC visits (meetings helped inform legislators vs legislators did not seem to listen), Conference theme (extremely helpful/excellent vs not helpful/poor), All UC reception, Lunch program, Morning forum on California Institutes for Science and Innovation, Afternoon forum on Educational Outreach and Admissions, Hotel accommodations, Meals.

Comments and/or suggestions for next year:

Three horizontal lines for writing comments.

Conference Evaluation (continued)

California Alumni Association
University of California
One Alumni House
Berkeley, CA 94720-7520

Cal Aggie Alumni Association
One Shields Avenue
Davis, CA 95616-8517

UC Irvine Alumni Association
Phineas Banning Alumni House
Irvine, CA 92697-1225

UCLA Alumni Association
James West Alumni Center
Box 951397
Los Angeles, CA 90095-1397

UC Merced
P.O. Box 2039
Merced, CA 95344

UC Riverside Alumni Association
100 A Highlander Hall
Riverside, CA 92521-0110

UC San Diego Alumni Association
U Center 202-0083
9500 Gilman Drive
La Jolla, CA 92093-0083

Alumni Association of UCSF
University of California, San Francisco
745 Parnassus Avenue
San Francisco, CA 94143-0970

UC Santa Barbara Alumni Association
6550 Hollister Avenue, room 1301
Santa Barbara, CA 93106-1120

UC Santa Cruz Alumni Association
Carriage House
1156 High Street
Santa Cruz, CA 95064

Additional comments



2002 UC Day Conference Schedule in Sacramento

Tuesday, March 18, 2002

TIME	ACTIVITY	LOCATION
2:00 pm – 3:30 pm	Delegates & Staff arrive in Sacramento	Sheraton Grand Sacramento Hotel 1230 J Street
3:30 pm – 4:30 pm	Delegate Orientation	Sheraton Grand Sacramento Hotel—Magnolia Room
4:30 pm – 5:00 pm	Opening Reception	Sheraton Grand Sacramento Hotel—Gardenia Room
Evening	Campus Dinners	Various Sacramento Locations

Tuesday, March 19, 2002

TIME	ACTIVITY	LOCATION
9:00 am – 12:00 pm	Morning appointments with Legislators	State Capitol Building
9:00 am – 10:00 am	Morning Forum on California Institutes for Science and Innovation: <i>Science and Engineering Research to Expand California's Economy</i> Speaker: Susanne Huttner, Ph.D. UC Associate Vice Provost for Research and Executive Director, IUCRP	Sheraton Grand Sacramento Hotel Royal Room
10:30 am – 2:30 pm	Undergraduate Research Posters	Sheraton Grand Sacramento Hotel—Grand Nave Foyer
12:00 pm – 1:30 pm	Luncheon Program	Sheraton Grand Sacramento Hotel— Camellia & Gardenia Rooms
2:00 pm – 3:00 pm	Afternoon Forum on Educational Outreach and Admissions: <i>Assuring Access—Reaching out to California's Students</i> Speaker: Dennis Galligani, Ph.D. UC Assoc. Vice President for Student Academic Services	Sheraton Grand Sacramento Hotel—Royal Room
2:00 pm – 4:30 pm	Afternoon Appointments with Legislators	State Capitol Building



Delegate Guidelines

Meeting expectations:

1. The meetings should be kept friendly in tone. Your goal is to engage legislators and their staff in positive conversations about the importance of the university and to highlight the current issues facing it.
2. The size and composition of your delegation will change with each legislator appointment.
3. Changes in legislators' schedules will occur throughout the conference. Be patient and flexible.
4. Do not be disappointed if a legislator cannot meet with you and suggests that you visit with his or her staff. Staff members act as the legislators' eyes and ears, and are important players in the legislative process. Staff members are sometimes elected to public office at later dates!

Meeting preparations and guidelines:

1. Arrive early for your appointments; use the time to get acquainted with your team leader and other meeting participants.
2. If the legislator is not able to see you due to last-minute changes, ask to meet with an aide. If that is not possible, leave a note for the legislator from the group along with the meeting materials.
3. Follow the discussion set by your team leader. Team leaders are identified by an asterisk (*) on the list of legislator appointments contained in your packet.
4. Although the legislator should be allowed to discuss any topic that he or she wishes, you should discuss the topics that have been identified. Use the color-coded talking points that match the issue papers in your briefing packet as guides for what to discuss during a meeting. You are in the meeting as a supporter of UC; issues of personal concern should be left to another meeting.
5. Be brief, factual and to the point. Do not assume that your legislator knows your subject.



Team Leader Guidelines

Suggestions and guidelines for the team leaders in each legislator meeting:

1. Team leaders are identified by an asterisk (*) on the list of legislator appointments contained in your packet. The leaders have been identified by each campus alumni association and may change for each appointment.
2. Arrive early for your legislative appointments and identify yourself as the team leader to your fellow delegates in the meeting. Determine who will talk about each of the topics in the briefing packet, and in which order the topics will be raised.
3. The meeting should begin with participants introducing themselves and the campus they represent.
4. After introductions, give the legislator/aide the briefing packet.
5. The team leader should initiate the discussion and set a friendly tone for the meeting. Use the talking points in your briefing packet as a guide for what to discuss during a meeting. (See color-coded talking points that match the issue papers in the briefing packet.)
6. The discussion should flow naturally. The team leader should move the discussion to another topic when it seems appropriate.
7. Don't get bogged down by questions on controversial issues or specific programs. If you do not know something, write down the question and tell the legislator that you or a UC official will follow up with him/her.
8. The team leader should make sure to offer to end the discussion when the allotted time has elapsed – about 20 minutes. If the legislator does not seem pressed to finish, and the discussion is flowing smoothly, continue the meeting.
9. The team leader should remain flexible, since schedules and other circumstances change frequently.
10. Immediately following the meeting, complete the Legislator Contact Report. It is especially important to indicate if staff follow-up is needed.



Legislator Contact Report

Please complete one of these forms for each legislator/aide contacted.

NAME OF PERSON REPORTING _____

LEGISLATOR/AIDE CONTACTED _____

ISSUE(S) RAISED BY LEGISLATOR/AIDE _____

UC CONNECTIONS (parent, alumni, donor) _____

SUGGESTED FOLLOW-UP BY UC _____

RETURN TO:

Stephanie Couch
UC Office of the President–Institutional Advocacy
1130 K Street, Suite 290
Sacramento, CA 95814-3945
Fax: 916.445.8108
email: stephanie.halnan@ucop.edu

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