



Dayletter

Conferences and Seminar Programs

August 16, 1974

DATE ISSUED:

CONFERENCE AND SEMINAR PROGRAMS

In October of 1973, a separate section was established in The Centre For Continuous Learning. The purpose was initially to coordinate the many seminars developed by the TIBI Division and to contact outside associations and industry to make use of Humber's facilities. To implement the program, a coordinator was appointed and a secretary. The first few months were spent in making the arrangements and preparing the publicity for the ongoing seminars of TIBI. New contacts were made through personal visitations and correspondence and through this developed several new conferences and special events. One significant event was the initiation, planning and staging of the Symposium on The Community Use of Educational Facilities, based on Interim Reports #1 & #2 from The Select Committee of the Ontario Legislature. This symposium, which attracted delegates from all parts of the province and representing all levels of the educational spectrum, was an example of a complete Humber College production from conceptualization to finalization. Another example of the role played by the Conference Office was the assistance provided to the Health Sciences Division in staging Cardiology '74, a first for Canadian Nurses which attracted 450 delegates.

During the period of October 1973 to June 1974, over 30 conferences and seminars were organized by the Conference Office. These meetings represented a total of 6,683 delegate days.

Due to the demonstrated need within and without the college for this type of program, an additional staff member was added effective August 12, 1974. The position is titled Meeting Facilitator and the chief function will be to coordinate and assist in planning and staging of all the in-college activities. This staff person as well will be involved with Cultural Affairs within Humber College.

Since June, the Centre For Continuous Learning has made a complete review of the Conference and Seminars Office and has developed specific terms of reference for the 1974/75 year. The Terms of Reference are attached.

A schedule of the proposed Conference and Seminars have been developed for the coming year and is also attached. It is in the process of continual review and addition.



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CONFERENCE AND SEMINAR PROGRAMS - TERMS OF REFERENCE

The main thrust of this office should be to go outside and beyond the ongoing and pre-packaged program of seminars, conferences and special events, which are now an integral part of the college activities. Objectives should be to:

- (i) encourage outside associations and groups to use Humber facilities and faculty in programs and large meetings;
- (ii) originate, plan, coordinate and administer major seminars or conferences concerned with issues of a current topical nature in a variety of subject fields;
- (iii) establish communication and liaison relationships with outside organizations;
- (iv) monitor current trends and organization of major meetings and be a resource available to any College groups or individuals;
- (v) conduct all programs on a financial break-even or profit basis with no access except in special circumstances to any government funding.

All proposed meetings as above to be approved by the Dean of The Centre For Continuous Learning.



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JULY 1974

DATE ISSUED:

CONFERENCE AND SEMINAR PROGRAM - TENTATIVE SCHEDULE 1974-1975

<u>Date</u>	<u>Topic</u>	<u>Length</u>
September	Metric Conversion (Introductory Program)	1 Day
October	Emergency Nursing	2 Days
	Metric Conversion (Introductory & Intermediate)	1 Day
November	Futurism (Mr. Ben Dowd - Texas)	2 Days
	Problem Employee	1 Day
	Community Use of Educational Facilities (Report #3)	2 Days
December	Metric Conversion (Introductory, Intermediate and Advanced Programs)	1 Day
February	Environmental Issue	1 Day
	Reducing Administrative Stress	1 Day
	Power & Self Development (Mr. George Peabody - New York)	2 Days
March	Early Childhood Education	2 Days
	Planning for Meetings	2 Days
April	Futurism #2	2 Days
May	Cardiology '75	2 Days
May	Art Form	1 Week
June	Maternity Nursing	2 Days