TO SONDER IS TO REHUMANIZE—TO TRANSFER OUR OWN UNDERSTANDING OF HOW DIFFICULT AND BEAUTIFUL AND AWESOME IT IS TO BE HUMAN—FOR EVERY SINGLE HUMAN BEING.

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www.lifemattersjournal.org

Rehumanize CONFERENCE ON LIFE, PEACE, & JUSTICE *HOST PACKET*

Rehumanize Conference for life, peace, and justice

October 12-14 | Duquesne University

hosted by Consistent Ethic of Life (CEL) at Duquesne

Join us for a phenomenal weekend full of education, discourse, and action on a broad range of issues of human rights and dignity. Sessions will include topics such as:

- Countering Ableism in Medicine
- The Testimony of a Death Row Exoneree
- Addressing How Our Culture Treats Children as Property
- Fighting Rape Culture: #MeToo, #ChurchToo, & Beyond
- Loving the Offender, Opposing the Violence
- Incarceration, Torture, and our (In)Justice System
- Answering Crisis Pregnancy: Eliminating the Crisis, Not the Child

3-Day Conference Passes:

students: $45 | adults: $60

Duquesne students & faculty: FREE
just RSVP @ lifepeacejustice.com/rsvp

lifepeacejustice.com

so you want to
HOST A REHUMANIZE CONFERENCE?

—— **HERE'S WHAT RI BRINGS TO THE TABLE FOR OUR CONFERENCE HOSTS** ——

- An **educational, engaging, inclusive, and unforgettable 1-3 day conference experience** (you get to choose how many days), including educational speaker events, affiliated volunteer and activism opportunities, and the potential for social, creative events, all hosted by your group in a venue of your choosing, facilitated by our team at Rehumanize International.
- A **branded, well-loved and respected conference** and a dedicated organization behind the conference that lends your event credibility and creates a wider audience.
- **Connections to dozens of great pro-life/pro-peace/human rights speakers** with whom we have developed a long-standing working relationship.
- **A website designed and maintained by the RI staff**, with the schedule, speakers, relevant site information, and full capacity to do individual and group conference registration, conference partner registration, and more.
- **The experience and expertise of the RI team** when it comes to event planning, speaker contract negotiations, and speaker relations.
- **Graphic design and social media skills** to help advertise and develop an aesthetically cohesive event.
- **Free admission for your club/organization** and all students on a college campus, if applicable. (Suggestion: also allow free admission to campus professors who give their students extra credit for attending the event).
- An additional budget of **~$1,500-$2,500 per event** for speakers, food, and more, based on the plans that you bring to the table. (This is on top of the normal event budget based on projected individual and conference partner registration fees, plus whatever funds your group wants to put into the event.)

Your to-do list

- **At least 9 months ahead of your proposed timeframe:**
  - **Send an email to aimee@rehumanizeintl.org** to let our team know that you are interested! Talk with Aimee (the Executive Director at RI and Conference Coordinator) about the **time** of year you would like to host the conference, your conference **budget**, and your fundamental **goals**.
- **At least 8 months ahead of your proposed timeframe:**
  - Check the availability of workable space for a venue for the conference.
  - Work with Aimee to select workable date(s) to reserve space, based on availability and discuss the general day-to-day schedule plan.
  - You will **submit space reservations for the event**.
- **At least 7 months ahead of your confirmed date:**
  - After space is confirmed, set up a meeting with Aimee to discuss the **list of topics/issues/events and potential speakers** that you might have in mind.
    - Aimee will send you our past programs and you will have the opportunity to see what we have done in the past and get inspired for the future.
  - Together, we will develop a primary list and a secondary list of speakers and a plan to approach and request said speakers for keynotes, breakouts, and more.
    - Make invitations to first-tier speakers based on budgetary requirements.
  - Additionally, work with Aimee to create a **list of potential conference partners** for the event, and develop a by-price-point set of partner packages that include conference bags, exhibitor tables, and more.
    - Begin reaching out to conference partners, including and especially nearby schools with pro-life clubs who might want to work with you to publicize, plan, and volunteer.
- **At least 6 months ahead of your confirmed date:**
  - Work with Aimee to outline the **website** information and have a primary docket of speakers completely confirmed.
    - Investigate parking: where should attendees park? What is the cost, if any? (If there is a cost, is there a way to make it cheaper/affordable - less than $5?) This is information that will go on the website.
  - We will **begin advertising** in earnest for the event.
    - You'll work with Aimee and the people involved with social media at RI and within your group to develop a social media plan and flyering plan for sharing and advertising for the event. Preliminary flyers will be created, which you can use around your community/campus.
    - Begin sharing about the conference on social media!
    - Additionally, the RI team will begin advertising at tabling events, including conferences, outreach, and more.

- **At least 5 months ahead of your confirmed date:**
  - If necessary, you/RI will reach out to second-tier speakers to fill gaps in the schedule as necessary.
    - The RI team will work with speakers to get relevant information for further advertising.
  - After all speaker information is finalized, you will work with Aimee to make a **finalized version of the schedule**.
    - Graphic design team at RI will create talk- and speaker-specific flyers and social media graphics to advertise for individual talks and garner further interest.
- **At least 3 months ahead of your confirmed date:**
  - **Begin tabling and flyering** for the conference in your community!
    - Reach out to local churches, human rights groups, and other community groups that might want to publish a blurb about the conference in their newsletter, bulletin, email, or other publication. (Aimee can give you a sample email/letter for this if you want it.) Offer to go to these groups/churches and make a short statement (after/during services/events) to spread the word.
    - Print 100+ flyers and take them around to local coffee shops, small businesses, and community bulletin boards to spread the word about the event.
  - **Reserve tables** for exhibitors, registration table, and lunchtime needs. (Preliminary number: always estimate more than you think you will need.)
  - If necessary, you will seek out food contract examples, price breakdowns, and do a cost analysis ahead of the meeting.
    - You will work with Aimee to **develop a food plan** for conference attendees that is affordable, within budget, and accessible to folks with dietary restrictions.
- **At least 1 month ahead of your confirmed date:**
  - **Assemble a list of volunteers** for all of your club members who can help during the day(s) of the conference.
    - Put together a preliminary volunteer schedule based on needs and timeframes.
    - Designate at least 1-3 people to be the "Point People" for the day(s) of the conference. These people must be able to handle many questions, organizing their team, and have a good knowledge of the event space and schedule. (Create/link Google Voice # to "Point People" phone #s)
  - **Begin tabling at least biweekly** in your community/campus to drum up interest. Have flyers there. Have a way to register for the conference at your table!
  - **Flyer again** around your campus & community!
    - Make sure to use individual-talk flyers.
  - Conference partners will be finalized at this point -- you will be able to **submit a finalized number of tables for reservation**.
  - **Develop signage plan** to direct attendees to the conference registration, keynotes, breakouts, etc., Map out exactly where signs will go, how many we will need, how we will put them up, etc.
- **During the final week before your confirmed date:**
  - **Table every day** M-F in your community/campus to get the word out as much as possible!
  - On Monday: Flyer again around your campus & community!
    - Make sure to use individual-talk flyers.
- **Host a successful conference!**