

ICE BREAKER/RECEPTION OPTIONAL ACTIVITY

RESPONSIBILITY OF HOST

Room	A/V	Food	Judges	Host Workers	Comments
Maybe	None	Yes	None	TBD	Poolside, Beachside, wherever is convenient for host and hotel

ICE BREAKER - HOST

√	When	Description
	NLT Mid January	Determine who will do the Ice Breaker (Host or another University)
	NLT March	Determine what will be done for the Ice Breaker
	NLT March	Obtain Prizes if appropriate
	NLT March	Assemble supplies
	At SPDC Reception	Conduct Ice Breaker

RECEPTION - HOST

√	When	Description
	NLT End December	Determine food requirements
	NLT End January	Obtain contracts from Hotel for food and send to headquarters for approval signatures
	At RSC Reception	Keep social exchange going at the Reception
<p>The Reception is usually a informal affair with finger foods and sodas for people to socialize, network, and interact with each other prior to the start of the conference and during registration. See Note Lessons Learned 2000 RSC/RAC Below</p>		

ICE BREAKER/RECEPTION – District Leader

√	When	Description
	As Requested	Assist as requested by Host

ICE BREAKER/RECEPTION - Headquarters

√	When	Description
	As Requested	Assist as requested by Host
	As Requested	Obtain appropriate signatures on any contracts and return to vendor and host

NOTE: LESSONS LEARNED ... CANAVERAL SECTION 2000 RSC/RAC

About the Engineering Panel Discussion, the panel was a very good idea and should be used as a RSC staple event. Our panel got too large, 10 people volunteered for it and we had to cut it back to keep it manageable. Even with the 6 we had it did not cover the areas we had thought it would. We had only allowed 1 hour for the event. We had planned on a "Let me tell you about what an engineer does" type of panel, this was too broad.

Solution: Pick a topic for the panel to discuss, be specific and then ask for people to support it that are knowledgeable in that area 4-6 at the most. Don't depend on questions from students to make your panel interesting. Chances are there will only be 1 or 2 questions. One hour for the panel is just about right.
(Keith Conaughty, Canaveral Section)

NOTE: LESSONS LEARNED ... CANAVERAL SECTION 2000 RSC/RAC

The Pool side Ice Breaker and social with Hors' Douses was very nice BUT it was difficult to get a good count of the people that would be attending. As a result we ordered for 100 people but only had about 70 show up. This was a loss of about \$500.

Solution: Put a direct question on the Registration Form. "Will you be attending the Thursday evening social?". (Added ... SRO0 (Keith Conaughty, Canaveral Section)

NOTE: LESSONS LEARNED ... PALM BEACH SECTION 2001 RSC/RAC

The Ice Breaker experienced several problems due to the fact that the person running it did not have all the materials necessary and was delayed by traffic so was late. The late start was compounded by the fact that people had to make trips to Kinko's and Party Supply stores for necessary items.

Solution: Person(s) responsible for Ice Breaker

- Send copy of all info and list of materials needed to run program to SRO as back up.
- Arrive Early!

ICE BREAKER IDEAS

1. Jeopardy Contest
(Headquarters has one that deals with ASME compliments of Region XII)
2. Ask all attendees to bring business cards with them (or provide 100 cards per person)(name, unit, position held, email sufficient info for card) exchange business cards. (Note: You will need to have a computer and printer and operator for same in the registration area to handle those persons who forget their cards, or don't have a way to get any, or for people you didn't know were coming) Variation: Give everyone a very small bound notepad (with his/her name on the cover) and have them enter info one person per page (name, position, school, email plus at least one or two other items of interest about that person). (Note: in no case can it be someone from same school.)
3. Wheel of Fortune
4. Knowledge Bowl (similar to Jeopardy)
5. Tape the name of a famous person on the back of each person there. They must guess who they are from the clues they receive from people they talk with over the course of the evening.
6. Cut playing cards in half and have them find the person(s) with the matching half.
7. Collect playing cards from other attendees for a poker hand.
8. Trivia Game. (Make question cards that relate to ASME and engineering)
9. Knowledge Scavenger Hunt ... Questionnaire ... Find the people who's initials are JC, Find the people with red sweaters on, How many people have red hair, (it doesn't work just to say 14 people have red sweater ... what are their names, where are they from, what's their favorite food, music, etc.)
10. Small Groups ... have everyone fill out a card with their name, nickname, where they are from and the answers to 4 or 5 pre-set questions. Then go around the room and introduce everyone ... but you must introduce the person next to you using the info on the card, not yourself (variation ...have them answer one of the questions incorrectly and see if people can guess which answer is wrong).
11. Use your imagination ...