

The Essential Guide to



Spoo'KIN FLC 2018

Hosted by the Kinsmen Club of St. Thomas

Welcome to Spoo’KIN FLC 2018, the District 1 Kin Fall Leadership Conference. The St. Thomas Kinsmen are proud to be your hosts for this amazing weekend of fun, fellowship, and education!

Our goal for this weekend is to make your FLC experience as fun and positive as it can be. If you have any questions or special requests, simply find a St. Thomas Kinsmen and we will be happy to assist you!

In this guide, we have tried to anticipate and answer the most common questions about FLC, including the weekend schedule and suggested dress code. If there is anything else you need to know before or during Spoo’KIN FLC, don’t hesitate to ask!

St. Thomas Kinsmen FLC Committee:
*Shawn Holroyd, Russ Jackman,
Matt Sharpe, John Moes
& Members of the St. Thomas Kinsmen*

Contact Information:
Russ Jackman
Call / Text: 519-782-7877

Contents:

- Hotel Information
- Meals and Special Dietary Needs
- Registration Desk
- Recommended Dress Code
- Opening Ceremonies
- Friday Night Costume Party
- BYOB Hospitality Suites
- Wakey Wakey
- Breakfast
- Credentials
- Seminar List / Agenda
- Coffee Breaks
- Lunch
- First Timer’s Reception
- Saturday Night Masquerade Ball & Awards
- Saturday Night Dance
- BYOB Hospitality Suites
- Breakfast
- Keepsakes
- Questions?
- Other Helpful Information

Hotel Information

The host hotel for FLC is:

Ramada by Wyndham London
817 Exeter Road, London ON N6E 1W1
(519) 681-4900

From the 401, exit to Wellington Road North.
Turn right (east) at Exeter Road, the hotel entrance is just past the gas station.

The Friday night opening ceremonies, Friday night costume party and dance, Saturday business, Saturday lunch, Saturday night Masquerade Ball, Awards Presentation and dance will all take place in the main Somerset Ballroom, located just off the hotel lobby (to the left if facing the front desk).

The Friday and Saturday night BYOB "After Hours" hospitality rooms will be held in the Rembrandt and Van Gogh meetings rooms, located on other side of the lobby (to the right if facing the front desk).

Seminars will be held in the main Somerset Ballroom, with two breakout rooms in the Churchill B and C ballrooms (which will have signage for Seminar Room 1 and Seminar Room 2).

Breakfast on Saturday and Sunday morning will be served in the hotel restaurant, Chelsea's.

Meals and Special Dietary Needs

Lunch and dinner on Saturday are buffet style, with a wide selection that should satisfy most dietary needs, including lactose- and gluten-free. If you provided other special dietary requests when you registered, those have been passed on to the hotel. Please see one of the St. Thomas Kinsmen coordinators if there are still any concerns with the available meal selection and we will do our best to accommodate you.

When you sign in at the FLC registration desk in the lobby, you'll receive an envelope with a wristband and/or Saturday banquet meal ticket and breakfast tickets for Saturday and Sunday morning.

The **wristband must be worn during the day Saturday**, and will provide access to the coffee and refreshment breaks in the morning and afternoon. The wristband has a tear-off stub that serves as your **lunch ticket**. You can remove

the wristband once business adjourns on Saturday. **Please bring your dinner ticket with you on Saturday night.**

First Stop: FLC Registration Desk

When you arrive, please sign in at the FLC registration desk to receive your wristband and/or meal tickets along with your boodle bag.

The FLC registration desk will be open:

- Friday, 4pm – 9pm (in the hotel lobby)
- Saturday, 7am – 9am (near the ballroom entrance)
- Or, see one of the St. Thomas Kinsmen FLC coordinators

Recommended Dress Code

- **Friday Night:** We encourage everyone to come to opening ceremonies and the Friday night dance in their costume (yes, there will be prizes!). If you are not wearing a costume, dress comfortably (casual).
 - **Saturday Business:** Casual / Good Casual. Many members will wear a club shirt or other “Kin wear” if they have it. Please wear your Kin name badge, and wear your wristband if you have a Full Registration or the daytime Conference Package until business is adjourned.
 - **Saturday Masquerade Ball and Awards:** Semi-Formal – Suit and tie / Dress, no name badge. A selection of masquerade masks will be available on a first come – first served basis.
 - **Saturday Dance:** A dance will follow the dinner and awards presentation. Stay dressed up, or head back to the room for comfy clothes. Either way, dancing shoes are a must!
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Opening Ceremonies & Friday Night Costume Party

The opening ceremonies for FLC 2018 will be held in the main Somerset Ballroom at 9pm sharp on Friday. **Come out in your best Hallowe'en costume!** Following a short welcome from the host club and District Governors, the action moves to the dance floor until 1pm.

There will be a cash bar provided by the hotel, with domestic beer and standard liquor at \$5 each (cocktails slightly higher). Let's respect the host hotel's liquor license and the discounted bar prices - no outside alcohol / travelers or travel mugs in the ballroom, please!

Around 11pm, we will be judging the costume contest!

Hospitality Suites / After Hours Lounge

The party continues in the Hospitality Suites, just off the lobby (opposite side as the ballroom) which will open at midnight.

You have your choice of keeping the fun, fellowship and music going until there is no difference between "late night" and "early morning" in The Crypt, located in the Rembrandt meeting room. Or, for a dead quiet alternative, check out the Haunted House next door in the VanGogh room.

The Hospitality Suites are **BYOB** affairs, so come prepared for the weekend!

Wakey Wakey

"Wakey Wakey" is a long-standing Kin tradition, where a gentle knock on your door Saturday morning will awaken you to the glorious day that lies ahead. Upon opening your door, you will be greeted by a smiling St. Thomas Kinsmen offering you Tylenol. And juice. Or a Tim Horton's coffee. With Bailey's. Or 40 Creek Cream Liquor. In other words, a great way to start your day after last night.

Do Not Disturb signs may be hung on your hotel room door for decoration.

Saturday Morning Breakfast

If you booked a Full Registration or the daytime Conference Package, a hot buffet breakfast is available in Chelsea's Restaurant from 7am to 8am. Be sure to bring the Saturday half of your breakfast ticket to give to the hotel staff.

As Credentials will close at 7:55am and Call to Order is at 8:00am sharp, the hotel will allow you to bring your breakfast dishes and coffee mug into the Somerset Ballroom. A table will be provided at the back of the room for dishes.

Credentials

The credentials desk will be open at the entrance to the Somerset Ballroom from **7:15am to 7:55am**. Every member in attendance should sign in, whether listed on an Accredited Delegate form or not.

Agenda & Workshop List

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|---------|---|
| 8:00am | Call to Order |
| 9:00am | Keynote Speaker: Peter Sherriff
“Effective Communication” |
| 9:45am | Morning Coffee Break (coffee and tea) – be sure to wear your FLC wristband |
| 10:00am | Breakout Session 1 <ul style="list-style-type: none">• How to Be a Mentor - <i>Somerset Ballroom</i> – panel of seasoned members• Stress Management – <i>Seminar Room 1 (Churchill B)</i> – Chris Kekes• Fire Extinguishers 101 – <i>Seminar Room 2 (Churchill C)</i> – London Fire Department |
| 11:00am | Business resumes in the Somerset Ballroom
Service Directors Tracy & Curtis |
| 12:30pm | Lunch will be served in the Somerset Ballroom. The tear-off tag on your FLC wristband is your lunch ticket. |
| 1:00pm | Breakout Session 2 <ul style="list-style-type: none">▪ Diversity – <i>Somerset Ballroom</i> – Lindsay King▪ November 15th (Paperwork) Is Coming – <i>Seminar Room 1 (Churchill B)</i> - District Risk Manager Matt Sharpe and Paul Dahmer, CA▪ Raising Your PR Profile – <i>Seminar Room 2 (Churchill C)</i> – District Communications Director Carol VanRooy |
| 2:15pm | Afternoon Break (Bottled water, soft drinks, coffee and tea) |
| 2:00pm | Breakout Session 3 <ul style="list-style-type: none">▪ Mechanics 101 – <i>Somerset Ballroom</i> – Dan Zawalsky▪ How to Plan a Project – <i>Seminar Room 1 (Churchill B)</i> - District Service Directors Tracy Spalding and Curtis Thoms▪ Fun & Effective Meetings – <i>Seminar Room 2 (Churchill C)</i> – Vice Governors Scott Tapley & Francine Burt |
| 2:45pm | Afternoon Refreshment Break - be sure to wear your FLC wristband |
| 3:00pm | Business resumes in the Somerset Ballroom |

The break-out sessions this year are not just “sit and listen”, most are actually workshops. In order to get the most out of them, you’ll want to bring some

information with you. It's not required, but if you can get a task completed while you're at FLC, why not?

If you plan to attend "**November 15th is Coming**", you can bring:

- Your login to the national Insurance Reporting form
- Your Club's reviewed and approved financials from the 2017-18 Kin year
- Last year's Annual Return (Schedule 546) that includes your Club's incorporation number, legal name, and names and addresses of key executive members (must include President, Secretary, and Treasurer)
- Your laptop or tablet, or pen & paper

If you plan to attend "**How to Plan a Project**", you can bring:

- A project idea that your Club is thinking of doing – or that you'd like them to think about doing!
- Your laptop or tablet, or pen & paper

If you plan to attend "**Raising You PR Profile**", you can bring:

- Information about an upcoming project that you'd like to promote, or an event that you just had
- Your laptop or tablet, or pen & paper

First Timer's Reception

If Spoo'KIN FLC 2018 is your first Fall Leadership Conference or District Convention, your registration envelope should include an invitation to join the District Council at a brief reception before dinner Saturday night

Saturday Night Masquerade Ball & Awards

The Saturday Night banquet will be held in the main Somerset Ballroom. Doors open at 6:00pm, with seating for dinner at 6:30pm to permit the program to start promptly at 6:45pm. Please bring the dinner ticket that you received when you signed in at the registration desk. The hotel will provide a cash bar (\$5 domestic beer).

There will be masquerade masks available for most guests, first come first served, or you are welcome to bring your own.

Saturday Night Dance

Following dinner and awards, prepare to dance the night away! Once again, the hotel will provide a cash bar (please, not outside alcohol / travelers or travel mugs in the ballroom, please).

Hospitality Suites

The party keeps going in the hospitality suites on Saturday night in The Crypt and the Haunted House. The hospitality rooms open at midnight, and keep going until the last person standing is no longer standing.

Remember, the hospitality suites are **BYOB**, so come to FLC prepared!

Breakfast

If you booked the Full Registration for FLC, a hot breakfast is available in Chelsea's Restaurant from 7am to 10am on Sunday. Be sure to bring the "Sunday" side of your breakfast ticket to give to the hotel staff.

Keepsakes

Your club keepsake for Spoo'KIN FLC is a personalized wooden voting stick. Your Accredited Delegate will receive this stick when they sign in to Credentials on Saturday morning. If you did not submit an Accredited Delegate form by the deadline or sign in at Credentials, you will be able to pick up your keepsake voting stick at the close of business on Saturday.

Questions?

The St. Thomas Kinsmen want to make sure your weekend is educational, fun and memorable! If you have any questions over the weekend, simply ask one of our members and we will do our best to help!

Other Helpful Information

- The Beer Store
1005 Wellington Rd, London
(North on Wellington Road past Bradley, 6 minutes away from the host hotel)
Open Friday, 10am – 10pm; Saturday, 10am – 10pm
- LCBO
1073 Wellington Rd, London
(North on Wellington Road, at the NW corner of Wellington and Bradley, 5 minutes away from the host hotel)
Open Friday, 10am – 10pm; Saturday, 10am – 10pm
- Tim Hortons
1384 Wellington Rd, London
(Across the street from the hotel, on the north side of Exeter Road)
Open 24 Hours