

TO: First-Time Attendees
FROM: Stan Schoonover & Amy Palese, The Midwest Clinic
SUBJECT: First-Time Attendee Orientation at The Midwest Clinic

The 68th Annual Midwest Clinic is about to begin. To insure a fabulous and unforgettable conference experience, please make use of all the resources which The Midwest Clinic has placed at your disposal. You'll want to visit our website, www.midwestclinic.org, and access the Full Schedule of Events, Maps, Transportation, Hotels, and other tools to plan for your visit before you arrive. Be sure to include the three sessions dedicated to First-Timers:

First-Time Attendee Events

Wednesday, December 17, 7:45 - 8:10am, *Outside Skyline Ballroom 375AB*

First-Time Attendee Welcome and Morning Coffee

Thursday, December 18, 5:15 - 5:30pm, *Meeting Room W178*

First-Time Attendee Connect

Saturday, December 20, 7:45 - 8:15am, *Meeting Room W183*

First-Time Attendee Wrap-Up

Plan to Make the Most of The Midwest Clinic

1. Design a personal schedule before you arrive.

Access the schedule online and scan for your area[s] of interest--Band, Orchestra, Jazz, Percussion, Brass, Woodwinds, Strings, Chamber Ensembles, and more! Any session marked "Generation Next" is intended for college students or those who are new to the profession. Music program leaders and fine arts administrators are invited to attend the three sessions labeled, Music Administration Collaborative- there will be limited seating at the Friday morning session and an RSVP is required to attend.

2. Register onsite as early as you can.

First-Time attendees will have access to early check-in beginning at 6:30 am on Wednesday, December 17, 2014. Registration will be located in the Central Concourse on level 3 in McCormick Place West. At registration, you'll receive your conference badge and the program book. Your badge will allow access to the exhibit hall, all sessions, concerts, and meeting rooms.

3. **Get your bearings the first time you visit McCormick Place.**

Look around, and make use of the floor plans from your program book. The exhibit hall floor plan is accessible from our website and it is interactive, so if you click on the vendor you want to find, the map will show the way!! Find the concert halls [across from the exhibit hall on level three], and also the MANY clinic and session rooms located on level one. Food courts are located on level two (West Food Court) and in the exhibit hall on level three (Overlook Café). Shuttles and taxis are available on level one.

4. **Plan Ahead-- the McCormick Place Facility is Huge!**

You'll need to be dedicated to get from one event to another--allow more time than you think to get from "Point A" to "Point B". And, you can bet that you'll be "distracted" by friends and colleagues along your way--embrace the trip!!

5. **Visit the Exhibit Hall.**

One of the largest and best in the world- you will find it all here. Again, think ahead about what you "need" to see, and then what you "want" to see. Realize you will probably not get to everything on your list. Music, travel, equipment, instruments, uniforms, events, fund-raising, professional groups, and colleges are just a few of the exhibit categories. It's a great way to spend your time!

6. **Special Sessions-- Evening Concerts, International Performances, etc.**

There are some special events on the schedule, and these tend to fill-up quickly. If you want to attend, plan to arrive early to gain access.

7. **Networking at Midwest Clinic.**

Allow time for interacting with friends and colleagues. This is the BEST conference in the world for bumping into people!!

8. **Using Shuttle Busses to/from McCormick Place.**

If you reserved a room through the Midwest Clinic website, you can access a free shuttle using your card. If you did not reserve a room in the Midwest Clinic block, you may purchase a shuttle pass for \$25 when you check-in at registration. Travel times vary, but plan on a total of 30 minutes to load, travel and get to your session- you can view the shuttle schedules on our website. There is taxi service as well, typically 15 minutes.

9. **Chicago-- What a great city!**

Restaurants abound, shopping, museums, great music.....and on and on. When you finally leave the clinic you can still enjoy what the city has to offer.

10. **Ask questions and have a great time!!**

If you need help, ask for it. There are VanderCook students [blue vests] at every session. Other Midwest folks will also be available throughout the clinic. Our hope is that your experience will prove that The Midwest Clinic is the best of its kind in the world.