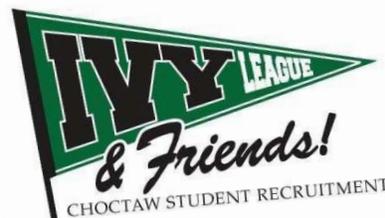


# FAQ for Reps

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Q: “Who can attend Ivy League & Friends?”

A: College representatives, as well as representatives of college-oriented Native American organizations, are invited to apply for attendance. Space and time are limited, so the Scholarship Advisement Program requests that you submit an attendance request to [sgardner@ChoctawNation.com](mailto:sgardner@ChoctawNation.com). Thank you!

High school counselors, teachers, administrators, and tribal education officials are also welcome to attend the event. Education professionals not tied to either an attending institution or attending student do not need to register online, but are encouraged to contact SAP to RSVP.

Q: “How do I register?”

A: If you have already been invited to attend this year’s event, you will receive an email from the SAP with information on how to log in to complete your registration form.

If you never received (or misplaced) your login information, or if you would like to request to attend, please email [sgardner@ChoctawNation.com](mailto:sgardner@ChoctawNation.com).

Q: “When is the event?”

A: November 9<sup>th</sup>

Q: “What should I wear?”

A: The attire you typically wear to college fairs or business casual conferences will be acceptable for this event.

Q: “Do I need to provide the SAP with anything prior to the event?”

A: Please provide all the requested information on our online registration form. If your school or organization has a high resolution logo that you would like to share with us for publication purposes, please email to [sgardner@choctawnation.com](mailto:sgardner@choctawnation.com).

Q: “What should I bring to Ivy League & Friends?”

A: Bring the items you typically bring to a college fair: tablecover, brochures, and business cards, along with your presentation saved on a flash drive for your breakout session.

Q: “Will SAP provide meals?”

A: On Saturday, dinner will be provided at the college fair on Saturday evening. Reps can eat for free at Blue Moon Café for breakfast and Butterfield’s Buffet for lunch on Saturday. There will be an Ivy & Friends sign in sheet at the restaurants and reps will simply need to sign in and will receive free meals.

Q: “Who is responsible for lodging?” / “Can you book a hotel room for me?” / “Where do I stay while at the event?”

A: Attendees are responsible for their own hotel accommodations—the SAP cannot book a room for you.

Visit the Travel & Lodging page for information on options for where you can stay, as well as more information to help with your hotel search and travel planning.

Q: “How long should my presentation be for the breakout session?”

A: Each representative is scheduled to present a 30-minute breakout session on their institution. The primary audience will be prospective students and their families. Please give students an overview of your institution, anything unique about your admissions process or financial aid, and any other information you would like to include. SAP asks that

you allow time for questions at the end of your session.

All conference rooms are equipped with a projection system. If you plan to use a PowerPoint presentation during your breakout session, you must bring the presentation saved on a USB drive. If you would like a backup plan, feel free to email your presentation to [sgardner@choctawnation.com](mailto:sgardner@choctawnation.com).

Q: “What time and where is my breakout session?”

A: Room assignments and presentation times will be provided in your finalized agenda, which you will receive upon check in. Please contact [sgardner@choctawnation.com](mailto:sgardner@choctawnation.com) if you need to present at a specific time due to an early flight schedule, etc.

Q: “How many students should I bring materials for at the college and graduate fair?”

A: SAP is expecting approximately 200-250 students, many accompanied by their families, to attend this year’s event. We are anticipating 2/3 of student attendees will be prospective undergraduate students and the remaining 1/3 will be seeking information regarding graduate school. Each institution will have its own booth at the college fair, so please bring whatever materials you normally disperse at college fairs.

Q: “I’m afraid to risk my presentation materials getting lost while flying to Oklahoma.” / “I can’t fit all my materials in my car!”

“Can I ship my items in advance? Where do I send them to and how do I get them back home again?”

A: If you would like to ship materials, please notify [sgardner@choctawnation.com](mailto:sgardner@choctawnation.com) that you are sending and then mail to:

Choctaw Casino Resort

C/O Glenda Spoon, Ivy League & Friends

4418 South Highway 69/75

Durant, Oklahoma 74701

*Please do not use your name when shipping materials.* Although you may be accustomed to this method, the above address is the most efficient and timely way of receiving your packages through our system.

If you will be shipping materials back at the conclusion of the event, be sure you have an account number for UPS or Fedex. These vendors will pick up packages at the conclusion of the event. The Scholarship Advisement Program will not be responsible for extra materials left at the event site.

Additional Questions?

Reps should contact Stephanie Gardner at [sgardner@choctawnation.com](mailto:sgardner@choctawnation.com).