

**2017 Pen to Paper:
Writing with, for, and about Service and Community Engagement
Event Schedule**

Note: All times are in Eastern Standard Time

PEN TO PAPER 2017 SCHEDULE	
Thursday, November 9 (participants & facilitators only)	
1:30 PM – 2:00 PM	Check-In at Pen to Paper <i>In the hall outside Medaille Formal Lounge in Medaille Residence Hall at Nazareth College</i> <i>* Participant luggage can be stored in Medaille Formal Lounge for those checking into the hotel after arriving at Pen to Paper.</i>
2:00 PM – 2:45 PM	Welcome & Introductions <i>Medaille Formal Lounge</i>
2:45 PM – 3:45 PM	Affinity Group Session <i>Various Locations – see participant list for Affinity Group assignments & locations</i> GOAL Groups become familiar with each other; Facilitators work with participants to identify goals of what each would like to accomplish during the Retreat, as well as long-term outcome because of the Retreat.
4:00 PM – 6:15 PM	Plenary Presentation: <i>The Basics of Publishing Your Community-Engaged Scholarship</i> Dr. Diane Doberneck, Michigan State University <i>Medaille Formal Lounge</i>
6:15 PM	Depart Nazareth College for Owl House <i>*Editors wishing to join participants and facilitators for dinner should arrive at Nazareth College (at the Medaille Residence Hall, in the Medaille Formal Lounge) by 6:00 PM.</i>
6:30 PM – 8:30 PM	Off-site Group Dinner – Hosted by New York Campus Compact <i>Owl House 75 Marshall Street, Rochester, NY 14607 www.owlhouserochester.com</i> The executive chef of Owl House has prepared a unique menu for the Pen to Paper group. As a reminder, dinner is provided with your registration cost, but there will be a limited cash bar available. <i>* Transportation to and from the off-site dinner will be provided.</i> <i>** Editors are welcome to join participants and facilitators for dinner.</i>
Evening	Check-in at Hilton Garden Inn Relaxation <i>OR</i> Networking <i>OR</i> Individual Writing Time
NOTE – Please let Laura Weaver know if you will be needing a late (after 11:00 PM) check-in.	
Friday, November 10 (participants, facilitators, & editors)	
7:30 AM	Depart for Nazareth College <i>* Meet in the Hotel Lobby at 7:15 AM</i>
7:45 AM– 8:45 AM	Breakfast <i>Medaille Dining Room</i>

9:00 AM	Morning Welcome and Check-In <i>Medaille Formal Lounge</i>
9:45 AM – 10:15 AM	Journal Presentations GOAL: Participants will understand the key focus of each publication outlet and will identify the most likely targets for their submission; Ready to Write participants should identify specific editors with whom they want to schedule one-on-one appointments. <i>Medaille Formal Lounge</i>
10:15 AM – 10:50 AM	Journal Representatives' Panel Discussion: Best Practices and Pitfalls Moderated by Laura Weaver, Indiana Campus Compact <i>Medaille Formal Lounge</i>
11:00 AM – 12:00 PM	FACILITATORS & PARTICIPANTS Affinity Group Session – Preparation for Pitch Presentations GOAL: Prepare participants for Round-Robin pitch session to Editors. <i>Various Locations – see participant list for Affinity Group assignments & locations</i>
12:00 PM– 1:00 PM	Lunch <i>Medaille Dining Room</i> ☞ <i>Sign up for a time to meet with Retreat Facilitators or Editors during Saturday morning's work time.</i>
1:15 PM – 2:00 PM	FACILITATORS & PARTICIPANTS Affinity Group Session – FINAL Preparation for Pitch Sessions <i>Various Locations – see participant list for Affinity Group assignments & locations</i>
2:00 PM – 6:00 PM	Round Robin Pitch Sessions <i>*Affinity Groups – Stay in Affinity Group Locations – see participant list for Affinity Group assignments & locations</i> <i>** Editors – See Editor Round Robin schedule for rotation</i>
6:10 PM	Depart Nazareth College for Lento
6:30 PM – 8:30 PM	Off-Site Group Dinner – Hosted by President Daan Braveman of Nazareth College <i>Lento 274 N. Goodman, Rochester, NY 14607 www.lentorestaurant.com</i> The executive chef of Lento has prepared a unique menu for the Pen to Paper group. As a reminder, dinner is provided with your registration cost, but there will be a limited cash bar available. <i>* Transportation to and from dinner provided</i>
Evening	Personal Writing Time <i>OR</i> Relaxation <i>OR</i> Networking

Saturday, November 11	
<i>Reminder: Participants departing on Saturday need to be checked out of their rooms by 11:00 AM.</i>	
7:00 AM – 8:20 AM	Check-out of Hilton Garden Inn <i>*Reminder: Participants need to be checked out of their rooms by 11:00 AM.</i>
8:45 AM	Depart Hilton Garden Inn <i>* Meet in the Hotel Lobby at 8:20 AM</i>
9:00 AM – 10:00 AM	Breakfast <i>* Items available in Medaille Formal Lounge</i>
9:00 AM – 11:00 AM	PARTICIPANTS Individual Work Time & <u>Limited</u> 1:1 Meetings with Retreat Facilitators <ul style="list-style-type: none"> - WRITE, - Solicit peer feedback, - Polish your dissemination plan, - Meet with Retreat Editors and/or Facilitators <p>☞ <i>You should have signed-up for 1:1 meetings with editors and/or facilitators prior to this session.</i></p>
11:00 AM – 12:00 PM	READY TO PUBLISH PARTICIPANTS: 30 minute Individual Feedback Session with Editor(s) <ul style="list-style-type: none"> - <i>Participants will pre-select which editor they would like to meet with during this time based on round 1 of pitches</i> READY TO WRITE PARTICIPANTS: Affinity Group Session <ul style="list-style-type: none"> - Prepping for final Pitch Presentations to Editors <i>Various Locations – see participant list for Affinity Group assignments & locations</i>
12:00 PM – 1:00 PM	Lunch <i>Medaille Dining Room</i>
1:00 PM – 3:00 PM	Final Pitch Session to Editors <i>* Pitches will take place in Medaille Formal Lounge</i> <i>** Facilitators will bring groups to Medaille Formal Lounge at schedule times – see schedule.</i>
3:00 PM	Full Group Reflections / Parting Thoughts <i>Medaille Formal Lounge</i>
3:30 PM	Adjourn - Safe Travels!