

# Pre-Meeting Delegate Checklist

- Read the ASD Delegate Handbook from beginning to end. The Handbook is available at <http://www.aota.org/Students/ASD.aspx>
- Enter your information on the official Delegate Roster using the Google document: <https://spreadsheets.google.com/ccc?key=0AI8Z2FNDHizTdENwMTJpamQ3U2YtY05DMUtOalp6N3c&hl=en>. *Don't forget to press save!*
- Meet with last year's Delegate to transfer materials they may have for you, discuss the roles and duties of the ASD Delegate, and discuss how you will present the information from the ASD meeting to your classmates (refer to Student Handbook pages 5-7).
- If you have not already done so, join the "Assembly of Student Delegates" group on OT Connections to learn about updates for the meeting (refer to Delegate Handbook page 11).
- Make your travel arrangements as soon as possible, including transportation and lodging. Use the ASD group in OT Connections as a way to find a roommate. Having a roommate will greatly offset the cost of attending the meeting!  
[http://otconnections.aota.org/groups/assembly\\_of\\_student\\_delegates/forum/default.aspx](http://otconnections.aota.org/groups/assembly_of_student_delegates/forum/default.aspx)
- Pack something with which to take notes (a notebook or a laptop), Delegate Handbook, business casual clothing, and business cards (optional). Don't forget to bring spending money for meals.
- Understand the concerns of your school and be ready to share and present your findings.
- Optional: Register and pay for the AOTA Conference (Thursday-Sunday) if you plan to attend.

**\* Note: Please check the AOTA website for information regarding special "conference rates" at hotels as well as transportation information.**

**See you in San Diego! The delegates meeting will take place April 23<sup>rd</sup> – 24<sup>th</sup> and will be followed by AOTA conference April 25<sup>th</sup> – 28<sup>th</sup>.**