



Leadership Conference Toolkit

2020



Down Syndrome Achievement Centers
educate. inspire. believe.



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2020 Sponsors

Thank You!



WELCOME

Hello, Believers!

It is always exciting to see a world for the first time, revealed before your eyes. That's exactly what happened when the black hole known as COVID-19 caused us to abort mission, to close Playhouse doors and cancel all of our in-person events. Although there were struggles, it made us stronger and led us through an outstanding milestone mission, coming together for Step To Accept to travel to the MOON and BACK TWICE for global acceptance! We are excelling in this uncharted virtual territory to make major leaps forward for the organization. The emergency launch of GiGi's At Home has expanded our presence into more than 22 countries!

It's just an incredible thrill and a privilege to be in the front-row seat as our journey unfolds. Although there is always more work to be done, our accomplishments at GiGi's in 2020 are unparalleled. The possibilities to expand our presence and help more families in 2021 are astronomical!

You all are the driving force of this organization. THANK YOU!
Never stop looking up!

XOXO

Nancy + GiGi Gianni



VIRTUAL CONFERENCE TIPS

Although we are not physically together this year, we are excited to navigate this new virtual conference experience together! This is our opportunity to learn from each other and make new connections. Let's be fully present, just as if we were in person, to get the most of our time together! Grab a pen and notepad, then settle in with your favorite snacks and beverages for an out-of-this world virtual conference!

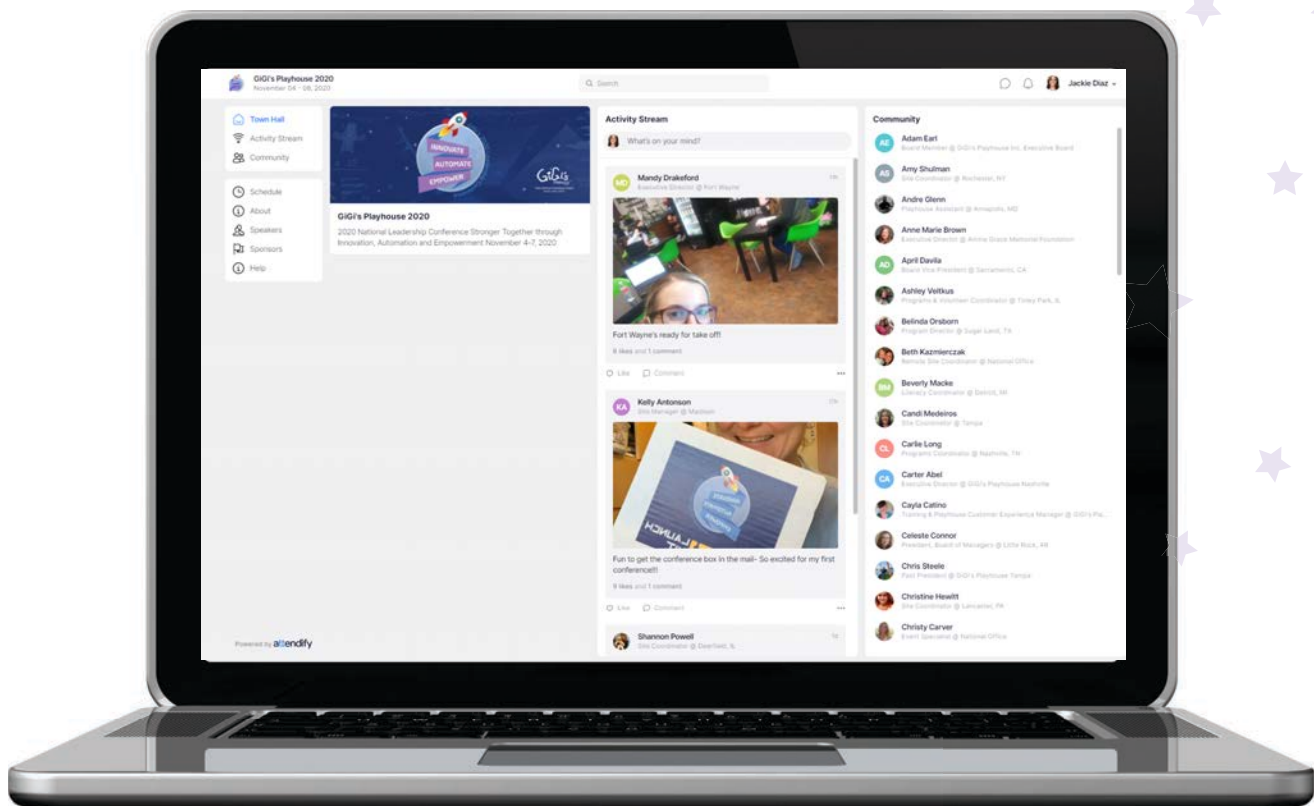
Playhouse Staff: Don't forget to set your out of office replies on your e-mail. The first GIF below is in the Operations folder in Canva; the second is on the G: drive [HERE](#). Post on social media using **#GIGICON2020** to show what you and your team are doing to innovate, automate, and empower your Playhouse!



JOINING THE CONFERENCE

Everything you need to navigate your way through the GiGi's Playhouse 2020 Virtual Conference Experience can be found on the Attendify platform!

- View the conference agenda and speaker bios
- Join general sessions, breakouts, and social hour
- Connect and network with other attendees
- Send private messages
- Share photos, post messages, comment & like other users' posts
- Rate speakers and sessions, provide feedback & comments



For the best session viewing experience, the desktop version of Attendify through Google Chrome is highly recommended.



JOINING THE CONFERENCE

JOIN THE GIGI'S 2020 VIRTUAL CONFERENCE WEB APP EXPERIENCE:

1. **Open this link** in Google Chrome from your desktop or laptop
2. Enter the e-mail you used to register for conference through Eventbrite
3. Set up your profile! Add a picture and update your Playhouse LOCATION ONLY in the Company Field so we can easily see where everyone is from

TIP: Bookmark the link; you'll be using it throughout conference!

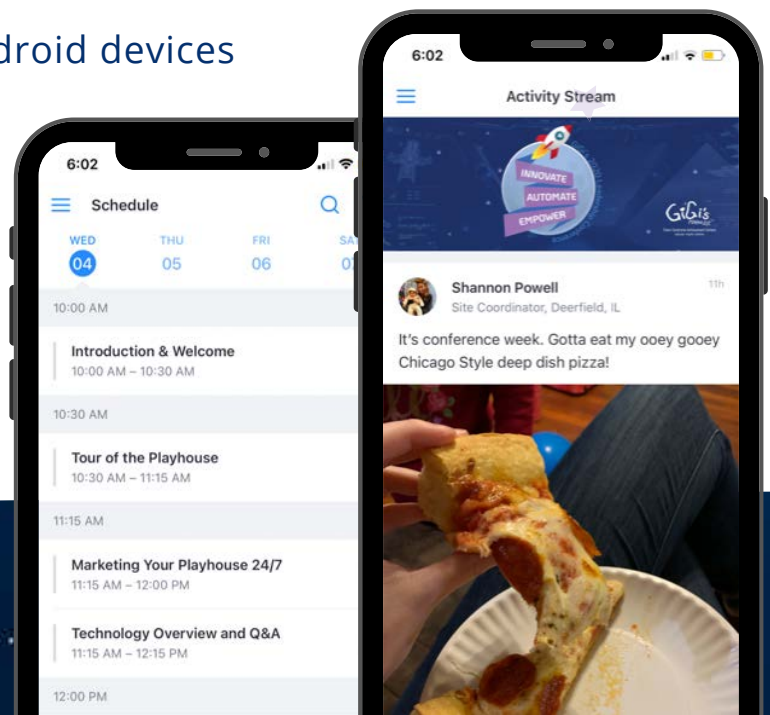
Forgot which e-mail you used to register?

Contact ccatino@gigisplayhouse.org to have it reset.

MOBILE APP DOWNLOAD INSTRUCTIONS:

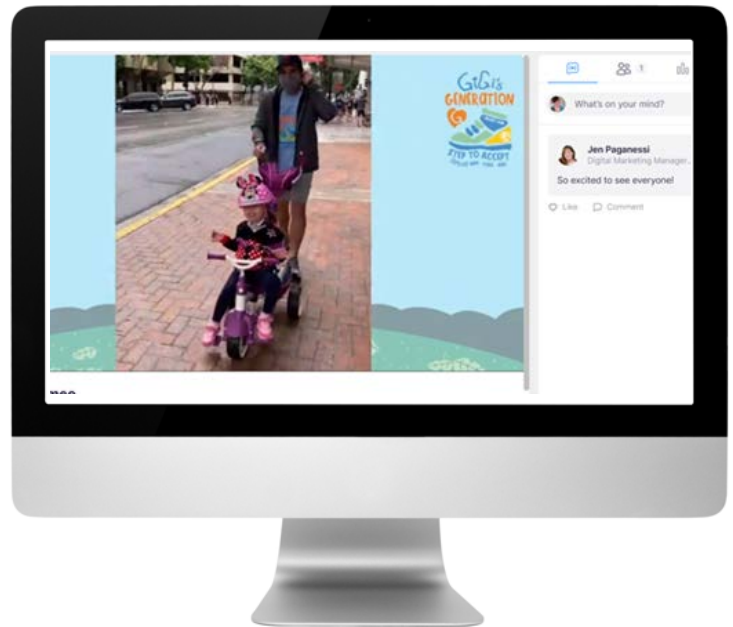
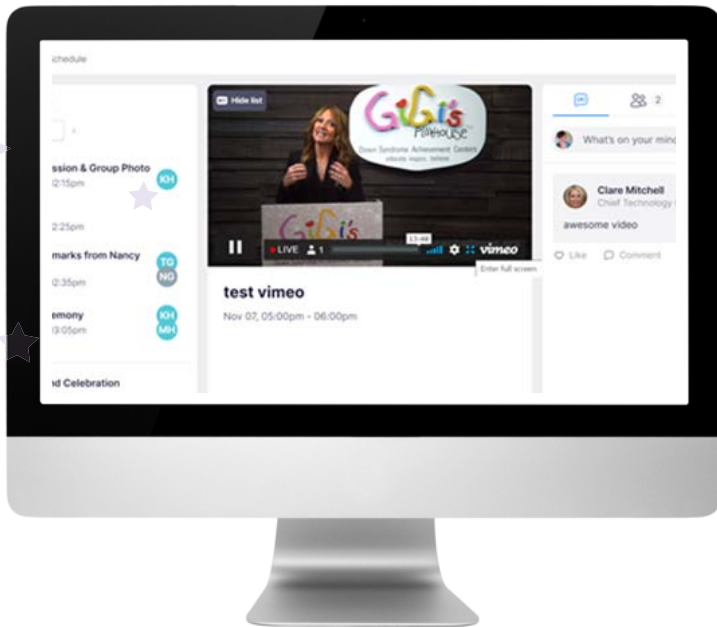
The mobile app is a great addition to the main web platform. It will allow you to receive up to the minute notifications, share pictures, post directly to your social media, rate each session and speakers. Reminder, use the web app for the most optimal viewing experience

1. **Download Attendify** to iOS and Android devices
2. Search for GiGi's Playhouse 2020
3. Set up your profile!



GENERAL SESSIONS

Plan to participate in all General session directly in the Attendify web app experience and the session will stream directly in the platform. If you want to enlarge the video window, hover your mouse over the upper left corner of the video and select "hide list" in the top left corner of the video. Click the Show List button to return to the original view with the schedule on the left, video in the middle and chat on the right. If desired, you can enlarge the video to full screen but then you will not be able to see the chat on the right side of the screen.



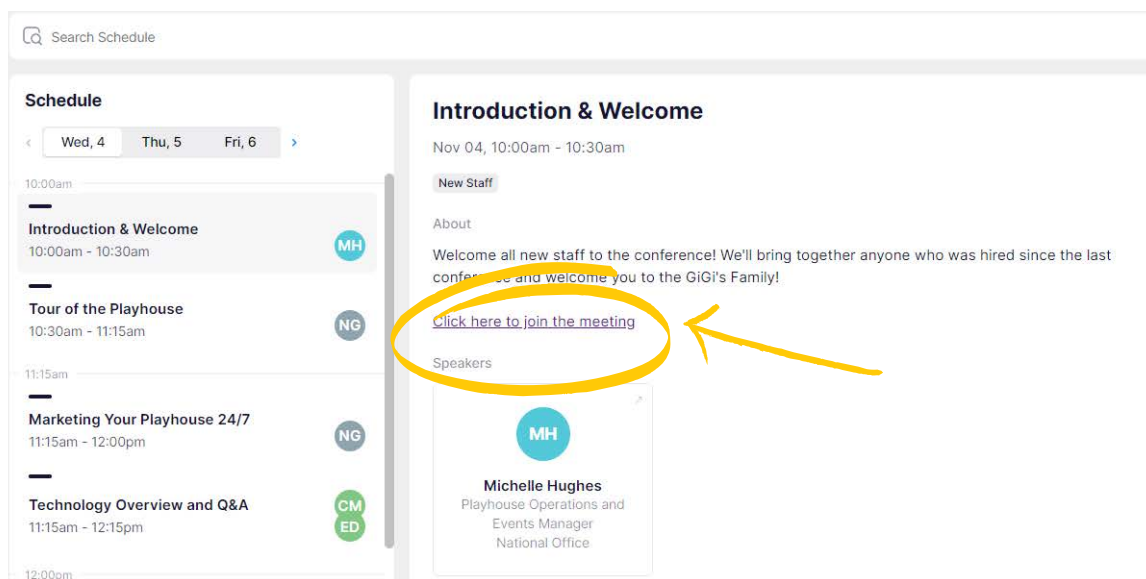
Still not big enough? No problem! You can enlarge it to full screen, but you won't be able to view the chat.



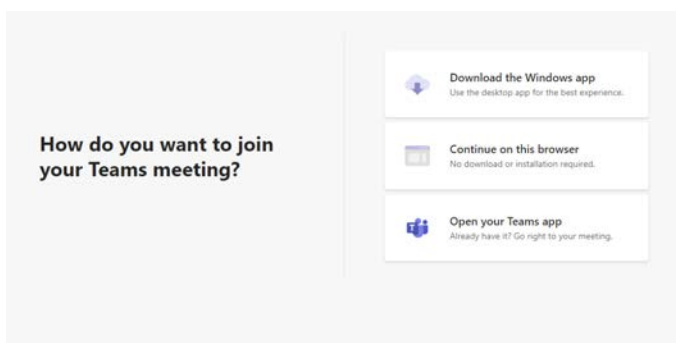
BREAKOUT SESSIONS

There are between 3 and 6 breakouts at each time slot on the schedule. On the Schedule, click the name of the breakout session you would like to attend you will find the link for the Microsoft Teams Meeting in the middle section. Reminder!! Download the Microsoft Team app on your computer. The local app experience is MUCH better than the web experience. You don't need a Microsoft email to download the app.

- Join the Breakout session by clicking the link in the description in Attendify web experience. If you are unable to be in front of your computer you can access through the Attendify mobile app but will need the Teams app downloaded on your phone as well.

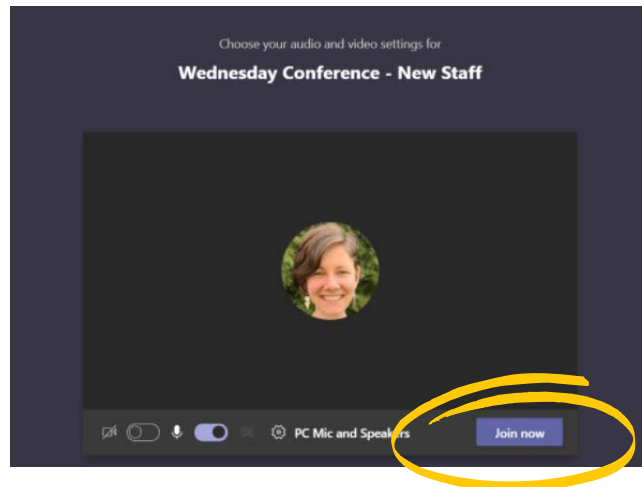


- You may receive a notification to download the Teams app or use the web app instead. **Downloading the Teams app is recommended** as it will provide a better user experience both on your computer and mobile device. You can always use Teams through a web browser as well.



BREAKOUT SESSIONS

- You will automatically arrive in the breakout sessions and see a testing screen to choose your mic and speakers, and share video or mic. Click “Join now” to enter the session.



Sessions will be hosted in Teams in two different ways:

1. **Webinar:** Attendees only have the option to chat in questions and view the presenter. This is typical for information sharing presentations.
2. **Online Meeting:** Attendees can unmute themselves, share webcams and join the discussion. This will be the venue for roundtable and discussion-based sessions.

Helpful Hints:

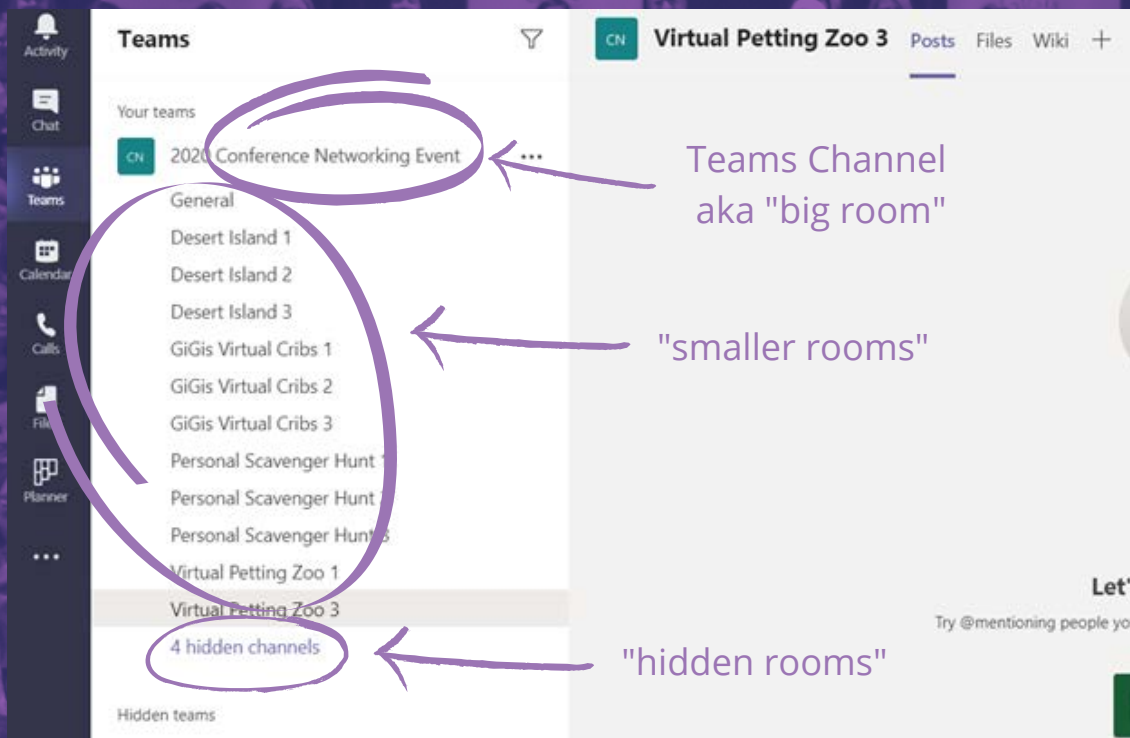
- Be very mindful of keeping yourself on mute when you are not talking to limit background noise!
- Session descriptions will note if it's a webinar or interactive session
- A demo video on attending Microsoft Teams Live Events (webinar-based session) can be viewed [HERE](#).
- Remember to go back to the Attendify Virtual Conference web experience after your sessions in Teams in order to go to your next session and to rate each completed session!



NETWORKING SESSIONS

The Networking sessions, including the Friday night networking party and the Lunch networking sessions, will also be through Teams, but the steps are slightly different.

- Join the session by clicking on the link in the description of the session in the Attendify platform.
- You will go directly to a Teams Channel called "General." Think of these as rooms; you'll go into the big gathering "room" first and then you can pop in and out of these smaller "rooms". See the sample "room" setup below.
- There is a limit to how many channels can show in your Team. If there are more, make sure to view the hidden channels!





3-2-1 LAUNCH THE FUN!

SHOW US THOSE SELFIES AND SCREENSHOTS!

Not your first GiGi's conference? We miss your face... show it to us! First-timer? Help us put a face to the name! Got a cozy conference viewing area set-up at home? We want to see it! Enjoying your Launch Kit goodies? Show us those, too. Taking a dance break between sessions? Get it on video! Let's have fun and get to know each other! We want to see how you are engaging and learning in your sessions.

Post on Social Media with **#GIGICON2020**
Share right in the Attendify app and upload directly to **THIS** link so we can use your photos and videos for a fun conference wrap up!





GET TO KNOW YOUR FELLOW BELIEVERS OVER GAMES ON FRIDAY!

All conference attendees will be added to the Microsoft Teams channel, **"2020 Conference Networking Event,"** where the below games will be played in different "rooms." There are multiple rooms for each game with a max. of 12 players per room. Recommended time in each room is 30 minutes.

You can network for 30 minutes or 2 hours! It's entirely up to you! Simply go to the "room" of the game you are interested in and hit "Join Meeting." Game rules can be found in each of the meeting rooms. Have fun!

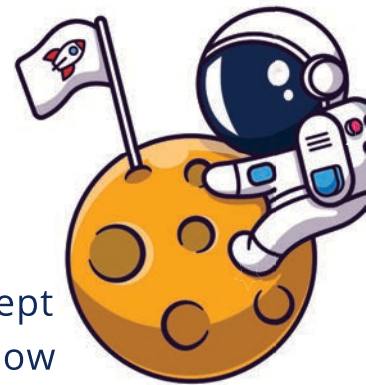
Desert Island: Share with your peers the 5 things that are most essential in your life in which you can't live without!

GiGi's Cribbs: Remember MTV's Cribbs? We are taking that concept virtual, allowing you and your peers to get a little glimpse at how working from home and quarantine has shaped our homes!

Virtual Petting Zoo: Who is that furry, scaly, or slimy little friend that matters most in your life? Take this chance to show off your pets to your peers, in this game of GiGi's Pets: Show and Tell!

Household Scavenger Hunt: This fun virtual version of a scavenger hunt allows your peers to get a glimpse at the items around your house that hold value to you!

Virtual Catchphrase: We are taking the classic game virtual! Team up with a partner in your networking room and see which team has the best catchphrase connection!

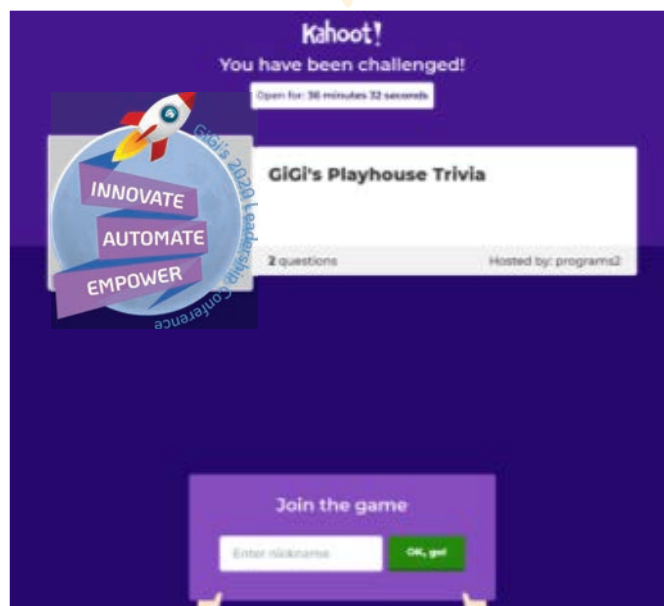




TEST YOUR GIGI'S KNOWLEDGE ON SATURDAY DURING GIGI'S TRIVIA!

Throughout the conference, various general and breakout sessions will incorporate Trivia questions and answers. It is up to you to attend the sessions and pay close attention! On Saturday night, your GiGi's knowledge will be put to the test in one GIANT trivia game for all conference attendees. **The top 5 winners will receive a PRIZE!**

Go to [Kahoot.it](https://kahoot.it) in your web browser. The below screen will appear. Enter the Game PIN that will be provided during conference, choose a nickname and join the game! This name will be the one that appears on the podium if you place 1st, 2nd or 3rd!





GiGi's Galaxy Cocktail

3/4 oz. Grenadine
2 oz. Lemonade
1 1/2 oz. Curacao, Blue
3/4 oz. Peach Schnapps
1 oz. Tequila
1/2 oz. Vodka

1. In a blender, combine tequila, grenadine, blue curaçao, lemonade, and ice. Blend thoroughly until smooth.
2. In a clean blender, combine vodka, blue curaçao, Peach Schnapps, lemonade, and ice. Blend thoroughly until smooth.
3. Rim the edge of a hurricane glass with sugar and pour in the blended mixtures, alternating colors.
4. Garnish with a lemon slice.



Peach Moon

12 oz. Blue Moon
3 oz. Orange Juice
2 oz. Peach Schnapps

1. Pour blue moon into glass and add Peach Schnapps.
2. Top with orange juice and stir to combine.
3. Garnish with an orange wheel.





amagicalmess.com/party-popcorn-recipe

GALAXY PARTY POPCORN

10 cups popped popcorn
10 oz. black candy melts
1.75 oz. Sixlets, blue
2 cups mini marshmallows
1 tbsp. Wilton Silver Stars
1 tbsp. nonpareils, blue
1 tbsp. jimmies, white
1 tbsp. Choco Maker Shimmer Rock Candy

1. Line a baking sheet with parchment paper and set aside.
2. Add popcorn to a large mixing bowl.
3. Microwave candy melts according to package directions and pour over popcorn.
4. Stir well to evenly coat popcorn.
5. Spread mixture onto prepared baking sheet and immediately top with sprinkles, stars, candies, and jimmies. Let cool to harden completely or pop into the fridge to speed up the process.
6. Once the popcorn is hard, break apart popcorn into smaller pieces and stir in marshmallows and Sixlets.
7. Store in an airtight container or resealable bag.



THANK YOU TO OUR 2020 SPONSORS!



**MOON
CHEESE**



GiGi's PLAYHOUSE™

Down Syndrome Achievement Centers
educate. inspire. believe.

THANK YOU
for attending the
GiGi's 2020 National
Leadership Conference

