

New CFP
Member
Information

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|-----------|---|
| Name: | Best way to get in touch with you at CFP: |
| Position: | |
| Agency: | |

CFP NAVIGATOR'S GUIDE TO ONBOARDING/ORIENTING NEW CFP MEMBERS

Revised: 3.24.14

Note to Navigators: The Conference for Food Protection is a non-profit organization that has existed since 1971. The structure enables representatives from regulatory, industry, academia, professional organizations and consumers to come together to identify problems, formulate recommendations, and develop and implement practices that ensure food safety.

New attendees that you will be helping to onboard will not have the same perspective that you have gained during your tenure with CFP. The purpose of this onboarding checklist is to assure that new attendees feel welcome and engaged in the ongoing discussions and opportunities throughout the conference.

AT LEAST 7 WORKING DAYS BEFORE THE FIRST DAY OF CONFERENCE

- Send the new attendee the following email – Add any additional information:

Congratulations on joining the Conference for Food Protection and attending the upcoming biennial meeting in Florida! As a new member to CFP, there are numerous opportunities for you to participate in the issue deliberation. The best place to find resources before the conference is on the website at www.foodprotect.org and click on 2014 Biennial Meeting in the left-hand navigation column.

I will be your *Navigator* for this meeting once you've arrived, and I will be helping to guide you through the opening sessions, new attendee orientation, council meetings, as well as constituency and regional caucuses.

Feel free to reach out to meet concerning questions about the upcoming meeting and opportunities to actively participate in the many activities.

- Include your contact information for pre-CFP and while you're at CFP.

NOTES

FIRST DAY-SUNDAY, MAY 4

REVIEW WITH NEW CFP MEMBER

- Introduce yourself to the new CFP member
- Explain the Navigator function
- Verify new CFP member has registered, picked up their name badge and is wearing it throughout the conference. Point out what different color bands on the badge convey.
- Review the 2014 Program and Conference Agenda, taking care to highlight the importance of attending the New Attendee Orientation from 11a.m.-12p.m. on Sunday, May 4.
- Offer to have lunch with the new attendee

- Review the week’s agenda—explain the differences between the Councils (I—Laws and Regulation, II—Administration, Education and Certification, III—Science and Technology). Identify where you will be spending your time and offer to
- Explain purpose of constituency meetings after council deliberations conclude—verify new attendee knows which constituency to attend and where the meeting will be.
- Identify if new attendee is a Delegate for the Assembly of Delegates and highlight importance of attending meeting on Tuesday, May 6 at 4-5p.m.

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