

**ANNOUNCEMENT & REGISTRATION FORM**  
**Midwest Facilitators' Network**  
<http://www.midwest-facilitators.net>  
**28<sup>th</sup> Midwest Facilitators' Conference**  
**Friday, January 18, 2002**

**Location:** IIT - Stuart Graduate School of Business  
565 W Adams  
Chicago, Illinois 60661  
(Downtown Chicago)  
<http://www.stuart.iit.edu>

8:00am	<b>Arrival, Registration, Continental Breakfast, Networking</b>
8:20am	<b>Conference Kickoff</b>
8:30am	<p><b>"Management Nightmare"</b>  <b>by Karolus Smejda &amp; the PowerSuasion Players (PowerSuasion Incorporated)</b></p> <p>PowerSuasion is the art of synthesizing knowledge from a variety of areas: human development, semantics, theatre, media and psychology, in order to provide an interconnected set of idea-skills that can be used to hone and sharpen the persuasive edge of communication. The PowerSuasion players will present a scenario, "Management Nightmare", a live case enacted by professional role-players (actors). This will be followed by a discussion about a replay of the scenario. During the replay, session participants will give the characters advice on how to handle the situation(s) presented. Participants will experience a wide range of "right solutions" proposed by their peers. The replay will be followed by an interactive group discussion and question &amp; answer period.</p>
10:30am	<b>Break, Networking, Etc.</b>
TRACK A 10:45am	<p><b>"Organizational Diagnostic 'Molecular' Model"</b>  <b>by Robin Cook (Organizational Development Guy)</b></p> <p>This session will introduce participants to a new diagnostic instrument that can be used as a tool to better understand the complex, organic ways in which the elements of organizations interact with and influence each other. Practitioners can use this model as a "lens" to focus the design and delivery of interventions for the greatest impact to organizations. While this model was originally conceived for use specifically in the context of organizational innovation, it appears to have application in a very broad spectrum of Organizational Development contexts and issues.</p>
TRACK B 10:45am	<p><b>"Counter Strategies for Disruptions in Meetings"</b>  <b>by Karolus Smejda (PowerSuasion Incorporated)</b></p> <p>This session focuses on strategies for managing disruptive participants in facilitated sessions. Participants will learn about psychological game playing and how they can avoid stepping into the game--a dangerous one which they will ultimately lose, if they respond inappropriately.</p>
12:30pm	<b>Lunch, Networking, Etc.</b>
1:30pm	<p><b>"Handling Complexity with Teams"</b>  <b>by Chris Barlow (Stuart School of Business)</b></p> <p>For most complex problems only teams can bring together the several kinds of knowledge needed (such as engineering and marketing and law and production). But the kinds of teamwork that win in sports or improve production efficiency are simply not enough to help these teams integrate their conflicting perspectives. This session will review some of the concepts on understanding complexity and approaches to effective teamwork on these kinds of projects.</p>
3:00pm	<b>Break, Networking, Etc.</b>
3:15pm	<p><b>"Isolating Your Client's Need: From Sponsor Interview to Facilitation Guide"</b>  <b>by Michael Wilkinson (Leadership Strategies)</b></p> <p>What do you do when your meeting sponsor gives an ambiguous statement of need, such as: <b>"I would like to hold a session in which we get a better idea for where we are going."</b>? What questions do you ask to better understand the purpose and desired outcomes? What additional information do you need to prepare a workable agenda and a more detailed guide for facilitation? This workshop will provide a structured process for understanding your client's need and transforming the need into a detailed facilitation guide.</p>
5:00pm	<b>Wrap Up, Door Prizes, Adjourn</b>

# Travel Suggestions

<p><b><u>New Service for Out of Town MFN Participants</u></b></p>	<p>If you're travelling to Chicago for the MFN Conference, visit the MFN Website for information about <b><u>SUBSTANTIAL SAVINGS</u></b> on hotel rates, air/rail fares and rental car rates. Government pricing is available for Federal Agencies. (<a href="http://www.midwest-facilitators.net">http://www.midwest-facilitators.net</a>)</p>
<p><b><u>Travel Suggestions</u></b></p>	<p>The Stuart School of Business is located in Downtown Chicago on W Adams St, 1/2 block west of Union Station, between Clinton St and Jefferson St. There is plenty of public transportation.</p>
<p>(1) <b>From Chicago and O'Hare Airport Via I-90/94 (Kennedy or Dan Ryan Expys) or from I-57</b></p>	<p><b><u>From the North</u></b> – a) Take I-90/94 (Kennedy/Edens Expys) southbound towards downtown to Monroe St Exit; b) turn left (east) on Monroe to Clinton St; c) turn right (south) at Clinton St; d) proceed on Clinton to parking or turn right (west) at Adams St to parking; e) see parking (7) below. <b><u>From the South</u></b> – f) Take I-90/94 (Dan Ryan Expy) northbound to downtown Chicago to Monroe St Exit; g) turn right (east) on Monroe; h) proceed as in (1-c) above.</p>
<p>(2) <b>From Chicago Via US 41 (Lake Shore Drive)</b></p>	<p><b><u>From the North</u></b> – a) Take Lake Shore Drive (US 41) southbound to Monroe St Exit; b) turn right (west) on Monroe to Michigan Ave; c) turn right (north) on Michigan 1 block to Madison St (<b>left turn lane</b>); d) turn left on Madison (west) to Clinton St; e) turn left (south) on Clinton and proceed as in (1-d) above. <b><u>From the South</u></b> – f) Take Lake Shore Drive, (US 41) northbound to Monroe St exit (<b>left turn lane</b>); g) turn left (west) on Monroe to Michigan Ave; h) proceed as in (2-d) above.</p>
<p>(3) <b>From Chicagoland (north/northwest), &amp; Milwaukee via I-294 or Madison via I-90</b></p>	<p><b><u>From I-294</u></b> - a) Take I-294 (Tri-State Tollway) southbound to I-94 (Edens Expy); b) proceed as (1-a) above. <b><u>From I-90</u></b> - c) Take I-90 (Northwest Tollway) southbound to I-90 (Kennedy Expy); d) proceed as (1-a) above.</p>
<p>(4) <b>From Midway Airport, Chicagoland (south/southwest), points south via I-55 &amp; I-294</b></p>	<p><b><u>From Midway or I-55</u></b> - a) Take Cicero Ave (IL Route 50) northbound to I-55 (Stevenson Expy); b) I-55 northbound (toward Chicago) to I-90/94 (Dan Ryan Expy); c) proceed as in (1-f) above. <b><u>From I-294</u></b> - d) Take I-294 (Tri-State Tollway) northbound to I-55 (Stevenson Expy); e) proceed as in (4-b) above.</p>
<p>(5) <b>From Chicagoland and points north &amp; west via I-290 and Iowa via I-88</b></p>	<p><b><u>From I-290</u></b> - a) Take I-290 eastbound (Eisenhower Expy) to downtown Chicago to the end of I-290 at Wells St &amp; Congress St; b) continue eastbound on Congress to La Salle St; c) turn left (north) on La Salle 3 blocks to Adams St; d) turn left (west) on Adams to parking as in (7) below. <b><u>From I-88</u></b> - e) Take I-88 (East-West Tollway) eastbound to I-290 (Eisenhower Expy); f) proceed as in (5-a) above.</p>
<p>(6) <b>From Iowa and points west via I-80</b></p>	<p><b><u>From I-80</u></b> - a) Take I-80 eastbound towards Chicago to I-55 (Stevenson Expy); b) proceed as in (4-a) above.</p>
<p>(7) <b>Parking</b></p>	<p>Closest parking located across the street from the School. Lot entrances at 130 S Clinton or 564 W Adams. Additional parking lots 1 block west on both sides of the street at Adams &amp; Des Plaines.</p>
<p>(8) <b>Commuting by Rail or Bus</b></p>	<p><b>Metra or Amtrak</b> trains: The Stuart school is a short walk from the LaSalle St, Union and Northwestern Stations; It's a short taxi ride from the <b>Metra Electric/South Shore</b> Station. It's also a short walk or taxi ride from the following Downtown <b>CTA Rapid Transit Stations</b>: Wells/Quincy Elevated: Brown (<b>Ravenswood</b>), Orange (<b>Midway</b>), Purple (<b>Evanston</b>); Dearborn/Monroe/Madison Subway: Blue (<b>O'Hare/Congress/Douglas</b>); State/Monroe/Madison Subway: Red (<b>Howard/Dan Ryan</b>); Wabash/Adams or Wabash Madison Elevated: Green (<b>Lake/Englewood/Jackson Park</b>). <b><u>From O'Hare or Midway Airports</u></b>, take CTA's Rapid Transit (Orange or Blue Lines to Stations indicated above) or take Airport Limo downtown to the Palmer House Hotel. Short walk to the Stuart School. There are also many CTA Bus routes downtown.</p> <p><b>Public Transportation Information:</b> RTA (312) 836-7000 - <a href="http://www.rtachicago.com">http://www.rtachicago.com</a> Metra (312) 322-6777 - <a href="http://www.metrarail.com">http://www.metrarail.com</a> PACE (847) 364-7223 - <a href="http://www.pacebus.com">http://www.pacebus.com</a> CTA (888) 968-7282 - <a href="http://www.transitchicago.com">http://www.transitchicago.com</a> Amtrak (800)-472-7245 - <a href="http://www.amtrak.com">http://www.amtrak.com</a></p>

**(9)**  
**By Air**

Take commercial flights into Chicago's O'Hare or Midway Airports.

- Rent a car and proceed as in **(1)** or **(4)** above, or
- Take CTA Rapid Transit Trains as in **(8)** above.

# About the Presentations and the Presenters - I

## ***"Management Nightmare"*** ***by*** ***Karolus Smejda & the PowerSuasion Players*** ***PowerSuasion Incorporated - Chicago, IL***

Each day is filled with encounters--meetings, phone conversations, employee communications, customer service discussions, and client presentations. All such encounters require consummate skills and effective strategies to get that special important message turned into action. Just as the client sets the requirements for work products to be delivered, the listener defines the parameters of the way they will be persuaded. Only by knowing the listener's critical persuasion factors can any communication hope to achieve results. Communicating the message requires the harnessing of many resources, including clearly chosen words, appropriate tone of voice, punctuating gestures, effective slides, and even engaging web-based communication. Each resource can be a powerful strategy toward achieving the communication objective--persuasion!

PowerSuasion is the art of synthesizing knowledge from a variety of areas: human development, semantics, theatre, media and psychology, in order to provide an interconnected set of idea-skills that can be used to hone and sharpen the persuasive edge of communication. The PowerSuasion players will present a scenario, "Management Nightmare", a live case enacted by professional role-players (actors). This will be followed by a discussion about a replay of the scenario. During the replay, session participants will give the characters advice on how to handle the situation(s) presented. Participants will experience a wide range of "right solutions" proposed by their peers. The replay will be followed by an interactive group discussion and question & answer period.

When leadership fails, watch the morale!

When work styles and management styles clash--watch the fireworks!

When communication stops, watch the turnover!

### **AGENDA**

- Introduction
- Presentation of Management Nightmare--a live case enacted by professional role-players (actors)
- Discussion about the replay
- Replay of a situation--You give the characters advice on how to handle the situation presented. (See what your peers and fellow professionals think the right solutions are!)
- Questions & Answers

### **THE STORY**

Tom, a stickler for details, manages Diane, who wants to prove that she can work independently and do the job. Tom assigns her a new project: to arrange the marketing conference. Excited and enthusiastic, Diane goes to work, but finds that her boss's management style creates problems for her. Meanwhile, Diane's colleague, Bill, has Phyllis, his manager, to contend with. Phyllis sees herself as an empowering manager practicing the latest in managerial styles. Overwhelmed by Phyllis's enthusiasm, Bill struggles to steer a path while making sure that his own nightmare doesn't come true.

As tensions mount, Tom and Diane finally confront each other, only to discover a new understanding.

### **THE LEARNING POINTS**

- Facilitation in communication is the responsibility of the communicators
- Leadership requires clarity and understanding of the followers
- Management styles must be suited to the person managed and not the manager
- Indirect communication leads to misunderstanding
- Teamwork requires trust
- Project management requires clarification of objectives and goals
- Reduced turnover requires adapting to the management needs of subordinates

## About the Presentations and the Presenters - II

### **"Counter Strategies for Disruptions in Meetings"**

by

**Karolus Smejda**

**PowerSuasion Incorporated - Chicago, IL**

As a facilitator---

Do you wonder how to handle the annoying group member?

Do you wonder why you get defensive?

Do you wish you had simple, effective strategies for handling the troublemaker?

If you answered "Yes" to any of these questions, you'll want to come hear Karolus Smejda explain sophisticated strategies for managing the misbehaving participant. He will explain how facilitators get "caught" by the unconscious purposes of the troublemakers and present the appropriate counter-strategies for some of the usual purposes. He will provide insight into the psychological game playing and how facilitators can avoid stepping into the game--a dangerous game that they will ultimately lose, if they use inappropriate responses.

#### THE LEARNING POINTS

- Understand that group disruption is a function of belonging
- Discover what behaviors are disruptive
- Learn the four goals achieved by disruption
- Understand how the behavior is motivated by the mistaken goals
- Discover the counter-strategies to be used

**Karolus Smejda** (Consultant, facilitator, producer, playwright). Featured in *The Wall Street Journal*, *Newsweek*, *NBC*, *CNN*, *The Chicago Tribune*, and *Future*, Karolus has been a management and communication consultant since 1974. Using a holistic, purposive approach to understanding and improving communication, he applies his practical, on-the-job approach to communication when custom-designing individual and group programs in effective oral, written, and team communication. In addition, executives, managers, and salespeople consult with Karolus to improve the communication both individually and organizationally. He has consulted and presented in both the U.S. and Europe. As both a producer of PowerSuasion and a playwright, Karolus has produced and written his business plays for audiences such, Abbott Laboratories, Allstate, Navistar, Baxter-Travenol, Harris Bank, USG, the American Society for Training and Development, National Safety Council, National Society for Performance and Instruction, Sales and Marketing Executives, Illinois Affirmative Action Association, and the Illinois Association of Personnel Consultants, American Society for Training and Development, International Association for Performance and Instruction and the National Family Business Council. More than a quarter of million people have seen the plays Karolus has written for business audiences about business issues. In his first work in 1979, *Squeeze Play*, Karolus explored poor management practices; in 1982, he followed with *Wasn't Easy*, exploring client servicing issues; in 1984, he wrote *Future Shock Now*, exploring the impact of change to customer orientation; in 1986, he created *Customer First*, which looks into the world of customer service; in 1988, he wrote *Management Nightmare*, which looked at empowerment and its relationship to management styles; in 1993, he wrote *Question of Style*, which explores the relationship between buying styles and selling styles; in 1996, he created *Until* to look at different types of harassment in the workplace; in 1997, he created *The Trickster* to explore the issues in and out-group behavior on the job and the concerns this raises for diversity issues. In addition, to writing plays, Karolus has co-written *The Writer's Decisions: A Step by Step Guide to Writing Effectively*. Karolus has also created *My Writing Assessment™*, a professional assessment of business communication using business writing, which provides business people feedback on how to improve their communication. Furthermore, Karolus has published numerous articles for professional journals. In 1997, Karolus produced *Getting Down with the Joneses* with his collaborator Loren Comitor at the Victory Gardens Theatre in Chicago. Additional information can be found at:

<http://www.powersuasion.com>

## About the Presentations and the Presenters - III

### ***"Organizational Diagnostic 'Molecular' Model"***

*by*

***Robin Cook (Organizational Development Guy)***

In January of 1998, 15 professionals from the United States, Canada, and the U.K. came together to begin a 1 year study program sponsored by the Innovation Network, the Innovation University Best Practices Fellowship. Over the course of some 16 months, the Fellowship met 5 times in 6 different cities. Each session consisted of a combination of site visits to and panel presentations by some of the most innovative organizations in the world and work sessions to process the group's learnings and to develop team projects. Site visits included Dell University (now Dell Learning), the advertising agency of GSD&M, the Smithsonian Institution's central exhibit design group, panels from the Federal government's "Reinventing Government" initiatives, the Cirque du Soleil, the Nortel Corporate Design Group, American Greetings, Roberts Express, the Rock & Roll Hall of Fame and Kraft Foods. During the course of the Fellowship, a project team formed with the purpose of developing a concrete deliverable that could be brought back to the various organizations and sponsors. This team consisted of Robin Cook, then Director of Local Planning for the YMCA of Metropolitan Chicago, now Organizational Development Gonzo for JigZaw, Inc; Greg Fleet and Tim Mills of the Nortel Corporate Design Group in Ottawa; Mary Gravelle, a consultant from Connecticut; and Harold Sharples, a consultant from the United Kingdom. After considerable discussion based on their respective experiences both in and out of the Fellowship, the group developed the "Molecular" Diagnostic Model of organizations. This model can serve as a "lens" through which practitioners can focus their interventions to increase their effectiveness.

The site visits and panel presentations demonstrated that successful, innovative organizations share many common attributes. First and foremost, they value the whole individual. Virtually every organization visited encouraged its staff to explore their full potential, both at work and outside of work. Further, they strongly encouraged their people to bring skills and experience from their personal lives to bear within the organization. Many had highly developed new employee orientation systems that develop immediate internalization of the organization's mission and values. Most had very strong employee recognition programs. Frequently, these (and other) mechanisms incorporated a wonderful level of playfulness. Most of the organizations observed demonstrated some form of cross-functional and/or multi-disciplinary team process. Nearly all of the organizations observed had highly developed, formal and informal processes for celebrating their successes. Most, if not all, had clear ways of transmitting their history. Often, these mechanisms mirrored the teaching stories used by many religions. All of the organizations observed had strong value systems which were promoted in numerous ways, both implicit and explicit. All displayed a refreshing level of openness with their employees about all organizational functions and indicators. Finally, virtually all demonstrated an amazing capacity to live their customers, viewing them as partners and developing highly effective customer communication, service, and feedback mechanisms. One of the team members, Greg Fleet, had the foresight to bring a digital camera along on all the site visits, and was able to capture examples that led the group to its conclusions. Some of these illustrations will be included the model is presented. Since organizational innovation was the focus of the fellowship program, the examples are in that context.

**Robin Cook** is a seasoned organizational development/organizational innovation/culture change professional with 26 years of experience. He received his B.A. in Philosophy at 19 and his M.A. in Human Relations at 21, both from the University of Oklahoma. He worked for 6 1/2 years for the city of Chicago, where he designed, and implemented the first effective CETA program monitoring system in the history of the program's operation, supervising up to 60 staff. He then founded his own solo consulting practice specializing in organizational development, training, methods and procedures analysis and design, and implementing the Targeted Jobs Tax Credit for employers. After 11 years in private practice, Robin became Director of Local Planning for the YMCA of Metropolitan Chicago where he was part of a 2-person department spearheading a massive, successful turnaround/culture change for the organization. He was instrumental in the organization's receipt of the 1998 George Land World Class Innovator Award. While at the Y, he redesigned and facilitated a sophisticated strategic planning process that took an organizational development approach working with each individual Y in the Association. Robin also co-designed and facilitated innovation/creativity/visioning workshops which led to the establishment of a permanent Imagineering function within the Y. In 1999, Robin completed the Innovation University Fellowship Program. His project for the Fellowship was the creation of a new diagnostic tool for

organizations, which he calls the "Molecular Model". In September of 1999, he was invited to present this model

## **About the Presentations and the Presenters - IV**

at an American Management Association forum on innovation. Robin most recently worked as an Organizational Development Gonzo at JigZaw, Inc., a startup Internet software development and organizational consulting firm focusing on Work/Life Balance. In this capacity, he was responsible for developing the internal culture and providing external organizational culture change/innovation consulting services. He recently became one of very few people in the world trained in implementing Dee Hock's Chaordic Theory. Robin has performed in several improv groups and choirs, and has often applied improv techniques to group process and workshop settings.

### ***"Handling Complexity with Teams"***

***by***

***Chris Barlow (Stuart School of Business)***

For most complex problems only teams can bring together the several kinds of knowledge needed (such as engineering and marketing and law and production). But the kinds of teamwork that win in sports or improve production efficiency are simply not enough to help these teams integrate their conflicting perspectives. This session will review some of the concepts on understanding complexity and approaches to effective teamwork on these kinds of projects.

Some of the basic creativity approaches of divergent thinking, brainstorming, nominal group technique, groupware, and pushing for "out of the box" ideas seem lacking in effectiveness as problems become more complicated in their dynamics and complex in the interplay of goals, values, and stakeholders. Basic teamwork approaches of communication, group process, common vision, and team spirit are also strained by the complexity of teams needed to address these more complex problems, especially as diversity and globalism provide team members who respond quite differently to the same leadership. This session will offer some concepts and constructs for coming to grips with more complex situations and will provide time to discuss ways to use both new and existing tools to help teams more effectively deal with these problems.

**Chris Barlow** has been facilitating cross functional teams since before the term was put into use. He has lead Value Engineering and creative problem solving teams in a great variety of technologies, industries, and countries. He has worked both as an internal and external innovation consultant. His studies and research have been focused on trying to make sense of the real world dynamics of complex teams solving complex problems. After earning an undergraduate degree in Psychology, he served as a high school math teacher, business software systems developer, and manager of a Corporate innovation program. After extensive practice facilitating complex team creativity he earned a Masters in Creative Studies and a PhD in Organizational Behavior for a dissertation on the success factors of cross functional teams. He currently teaches MBA students at Stuart School cross functional team leadership, business strategy, and organizational leadership, continuing his research and writing on this area, and continuing his consulting practice through "The Co-Creativity Institute". For more information, visit: [www.cocreativity.com](http://www.cocreativity.com).

### ***"Isolating Your Client's Need: From Sponsor Interview to Facilitation Guide"***

***by***

***Michael Wilkinson (Leadership Strategies, Inc)***

What do you do when your meeting sponsor gives an ambiguous statement of need, such as: ***"I would like to hold a session in which we get a better idea for where we are going."*** ? What questions do you ask to better understand the purpose and desired outcomes? What additional information do you need to prepare a workable agenda and a more detailed guide for facilitation? This workshop will provide a structured process for understanding your client's need and transforming the need into a detailed facilitation guide. This session will be relevant to

beginners and advanced group facilitators. Experienced facilitators who find themselves constructing custom agendas will also find the workshop especially valuable. After completing the workshop you will understand:

- The Five P's – the critical topic areas to cover with the sponsor
- The six key questions that define the client need
- The principles of agenda building
- A four-step process for translating the client need to a customized agenda
- The test to ensure you "know your process cold"

**Michael Wilkinson** is the Managing Director of *Leadership Strategies*, a firm that specializes in providing organizations with professional facilitators to lead sessions in strategic planning, process improvement, information needs analysis, and issue resolution. The organization also teaches leadership training classes in group facilitation, strategic planning, project planning, communications, and management excellence. His consulting experience includes strategic planning and systems analysis assignments for some of the nation's largest corporations, including BellSouth, Bethlehem Steel, Data General, Georgia Pacific, Southwestern Bell, and Southern Natural Gas. He also works closely with State and Local governments and non-profit organizations. He has led strategic planning processes in such organizations as the American Cancer Society, Atlanta Public Schools, the Centers for Disease Control, Pilot International and the United Way of America. Mr. Wilkinson is the principle author of several of the firm's courses including, "The Effective Facilitator," "The Effective Consultant," "From Management to Leadership," and "Strategic Planning." Prior to *Leadership Strategies*, Mr. Wilkinson spent eight years with Ernst & Young's Management Consulting Group. He is a Certified Data Processor, and was appointed by Governor Zell Miller to serve two terms on the Governor's Information Technology Policy Council. Today, Mr. Wilkinson is a much sought after facilitator and trainer both in the U.S. and abroad. He is an expert meeting facilitator, and one of the first five North American facilitators certified by the International Association of Facilitators. He has recently completed international assignments in Bangkok, Brisbane, Glasgow, Hamburg, Hong Kong London, Milan, Singapore and Sydney. Leadership Strategies will begin offering public facilitation training classes in the Chicago area in 2002. To find out more about 'The Effective Facilitator' please see our website: <http://www.leadstrat.com>



# Conference Information

<p><b><u>New Service for Out of Town MFN Participants</u></b></p>	<p>If you're travelling to Chicago for the MFN Conference, visit the MFN Website for information about <b><u>SUBSTANTIAL SAVINGS</u></b> on hotel rates, air/rail fares and rental car rates. Government pricing is available for Federal Agencies. (<a href="http://www.midwest-facilitators.net">http://www.midwest-facilitators.net</a>)</p>	
<p><b>Conference Fee</b></p>	<p><b><u>Conference Fee:</u></b></p> <ul style="list-style-type: none"> <li>• \$100.00 per participant on or before January 11<sup>th</sup> (Early Registration Discount)</li> <li>• \$120.00 per participant after January 11<sup>th</sup></li> <li>• \$120.00 per participant at the door (no guarantee without pre-registration)</li> </ul> <ul style="list-style-type: none"> <li>• Fee includes Conference, Materials, Continental Breakfast &amp; Lunch.</li> <li>• Fee Does <b><u>NOT</u></b> include lodging (see suggestions below).</li> </ul>	
<p><b>How to Register</b></p>	<p>Register early to save \$ and to secure a place in this conference.</p> <p><b><u>Phone:</u></b> (773) 463-2288 - During the recording press the "2" key. Please announce "MFN Conference Registration", your company name, and the name, phone # and payment information for each registrant.</p> <p><b><u>Fax:</u></b> (773) 463-1830 - Fax completed registration form with payment information for each registrant.</p> <p><b><u>E-Mail:</u></b> <a href="mailto:register@midwest-facilitators.net">register@midwest-facilitators.net</a> – E-mail completed registration form with payment information and subject: announce "MFN Conference Registration".</p> <p><b><u>Snail-mail:</u></b> Mail completed registration form with payment information to MFN c/o Jordan-Webb, 2656 W Montrose Ave, - Suite 110, Chicago, IL 60618-1559.</p> <p><b><u>On-Site:</u></b> Registration and payment on-site is subject to availability. No guarantee without pre-registration.</p> <p><b><u>On-Line:</u></b> [Website Registration Available Soon]</p>	
<p><b><u>Lodging</u></b> Participants are responsible for arranging their own lodging.</p> <p><b>NOTE:</b> Some hotels may have special rates for the <a href="#">Stuart School of Business</a>, the <a href="#">Kent School of Law</a> or the <a href="#">Illinois Institute of Technology</a> <b><u>or</u></b> may have seasonal rates with discount tickets to events. You will have to ask about them.</p>	<p><b>Hyatt Regency</b> 151 E Wacker (312) 565-2966 (800)-233-1234</p>	<p><b>The Hotel Intercontinental</b> 505 N Michigan (312) 944-0055 (800) 327-0200</p>
	<p><b>Midland Hotel</b> 172 W Adams (312) 332-1200 or (800) 821-0900 A nice hotel with comfortable sleeping rooms, complimentary breakfast and bar daily. Restaurant and a fitness center located within.</p>	<p><b>Palmer House Hotel (Hilton)</b> 17 E Monroe (at Wabash) (312) 726-7500 or (800) 445-8667 This hotel is located in the heart of downtown. Located in the middle of many downtown attractions.</p>
	<p><b>Quality Inn Downtown</b> Madison &amp; Halsted (312) 829-5000 or (800) 228-5150 4 blocks from Stuart</p>	<p><b>Days Inn</b> 644 N Lake Shore Drive (312) 943-9300 (800) 541-3223</p>
	<p><b>Hotel Burnham</b> 1 W Washington (312) 782-1111</p>	<p><b>Hotel Allegro</b> 171 W Randolph (312) 696-0123 or (800) 643-1500</p>
<p><b>Meals</b></p>	<p>Continental breakfast, lunch and afternoon snack are included in the Conference fee. Participants with <b><u>special dietary</u></b> needs contact Linda Romansic: (847)-566-0644 or <a href="mailto:romansicl@aol.com">romansicl@aol.com</a></p>	
<p><b>Dress Code</b></p>	<p>Business casual</p>	

## MFN - UPCOMING EVENTS / NOTICES

To suggest a future program or presenter, or to become involved in MFN, contact us using the information below.

**Please send your current e-mail address, phone & fax number and address changes** so that we can keep you informed about MFN events in a variety of ways. E-mail: [pcollins@jordan-webb.net](mailto:pcollins@jordan-webb.net); Fax: (773) 463-1830; Voice: (773) 463-2288.

**Visit MFN's Website @ <http://www.midwest-facilitators.net> Click On the link to "Facilitator Opportunities"**

<b>Monday, January 18, 2002</b> <b>MFN Winter Conference</b>	<b>Hosted by Stuart School of Business (IIT), Chicago, IL (Downtown), Programs &amp; Presenters TBA. (773)-463-2288, <a href="mailto:pcollins@jordan-webb.net">pcollins@jordan-webb.net</a>, <a href="http://www.midwest-facilitators.net">http://www.midwest-facilitators.net</a></b>
February 19-21, 2002 (Tue-Thu) Team Developer Workshop	Team Developer Training Workshop presented by Dr Darrel Ray on Implementing Self-Directed Work Teams, (optional 4 <sup>th</sup> day Certification), in Orlando, FL @ The Sheraton Safari Hotel-Lake Buena Vista, (773)-463-2288, <a href="mailto:TeamDeveloper@jordan-webb.net">TeamDeveloper@jordan-webb.net</a> , <a href="http://www.teamdeveloper.net">http://www.teamdeveloper.net</a>
<b>April, ? 2002 (TBA)</b> <b>MFN Spring Conference</b>	<b>Host Location, Programs &amp; Presenters TBA. (773)-463-2288, <a href="mailto:pcollins@jordan-webb.net">pcollins@jordan-webb.net</a>, <a href="http://www.midwest-facilitators.net">http://www.midwest-facilitators.net</a></b>
May 22-27, 2002 (Wed-Sun) IAF Annual Conference	International Association of Facilitators (IAF) Annual Conference, Fort Worth, Texas, Info: <a href="http://www.iaf-world.org">http://www.iaf-world.org</a> , <a href="mailto:iafoffice@iqc.org">iafoffice@iqc.org</a> or <a href="mailto:pbushee@mr.net">pbushee@mr.net</a> , (952)-891-3541.
June 10-12, 2002 (Mon-Wed) Team Developer Workshop	Team Developer Training Workshop presented by Dr Darrel Ray on Implementing Self-Directed Work Teams, (optional 4 <sup>th</sup> day Certification), in Denver, CO @ The Westin Tabor Center, (773)-463-2288, <a href="mailto:TeamDeveloper@jordan-webb.net">TeamDeveloper@jordan-webb.net</a> , <a href="http://www.teamdeveloper.net">http://www.teamdeveloper.net</a>
<b>August, ? 2002 (TBA)</b> <b>MFN Summer Workshop</b>	<b>Host Location, Programs &amp; Presenters TBA. (773)-463-2288, <a href="mailto:pcollins@jordan-webb.net">pcollins@jordan-webb.net</a>, <a href="http://www.midwest-facilitators.net">http://www.midwest-facilitators.net</a></b>
<b>October, ? 2002 (TBA)</b> <b>MFN Fall Conference</b>	<b>Host Location, Programs &amp; Presenters TBA. (773)-463-2288, <a href="mailto:pcollins@jordan-webb.net">pcollins@jordan-webb.net</a>, <a href="http://www.midwest-facilitators.net">http://www.midwest-facilitators.net</a></b>
October 22-24, 2002 (Tue-Thu) Team Developer Workshop	Team Developer Training Workshop presented by Dr Darrel Ray on Implementing Self-Directed Work Teams, (optional 4 <sup>th</sup> day Certification), in Belleville, Ontario, Canada, @ The Belleville Ramada Inn, sponsored by the Loyalist College Executive Education Program, Ontario, Canada, (773)-463-2288, <a href="mailto:TeamDeveloper@jordan-webb.net">TeamDeveloper@jordan-webb.net</a> , <a href="http://www.teamdeveloper.net">http://www.teamdeveloper.net</a>
December 3-5, 2002 (Tue-Thu) Team Developer Workshop	Team Developer Training Workshop presented by Dr Darrel Ray on Implementing Self-Directed Work Teams, (optional 4 <sup>th</sup> day Certification), in Kansas City, Missouri (downtown) Location TBA, (773)-463-2288, <a href="mailto:TeamDeveloper@jordan-webb.net">TeamDeveloper@jordan-webb.net</a> , <a href="http://www.teamdeveloper.net">http://www.teamdeveloper.net</a>

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MFN c/o Jordan-Webb, 2656 West Montrose Ave-Suite 110, Chicago, IL 60618 or Fax: (773) 463-1830 or [pcollins@jordan-webb.net](mailto:pcollins@jordan-webb.net)

## Registration Form - 28<sup>th</sup> Facilitators Conference - 01/18/2002 - Midwest Facilitators' Network

\_\_\_\_\_  
Name

Early Conference Fee: \$100/registrant: \$ \_\_\_\_\_  
(On/Before January 11<sup>th</sup>)

\_\_\_\_\_  
Company

Late Conference Fee: \$120/registrant: \$ \_\_\_\_\_  
(After January 11<sup>th</sup>)

\_\_\_\_\_  
Address & Mail Code

At the Door Fee: \$120/registrant: \$ \_\_\_\_\_

\_\_\_\_\_  
City/State/Zip

\_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_  
VISA / MASTERCARD NUMBER

\_\_\_\_\_  
Business Phone

\_\_\_\_\_  
Business Fax

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
EXP. DATE

E-mail Address and Website Address

Your Company PO Number for Invoicing