



**SSATB Admission Training Institute
Agenda
September 29-30, 2009
Washington, DC**

ATI sessions and meals are located on the first floor meeting level of the Mandarin Oriental Hotel unless otherwise noted.

Tuesday, September 29

8:00 – 8:30 am	ATI Registration & Continental Breakfast	All Participants	<i>Meeting Rooms tba</i>
8:30 – 8:45 am	Program Introductions	Victoria M. & Jim M.	
8:50 – 10:00 am	Advisee Group Session I	All Participants	
10:05 – 10:50 am	ATI General Session:		
	• So You Think You Know Your School	Tom S.	
11:05 – 11:55 am	Breakout Sessions:		
	• Creating Your Marketing Program	Jim M.	
	• Essentials of Interviewing PK-5	Victoria M.	
	• Essentials of Interviewing 6-12	Anne B.	
	• Tour Guides	Cathy W.	
12:00 – 1:00 pm	Lunch	All Participants	
1:00 – 1:55 pm	Advisee Group Session II	All Participants	
2:00 - 2:50 pm	Breakout Sessions:		
	• Creating Your Marketing Program	Jim M.	
	• Events, Outreach & Travel: Boarding	Leo M.	
	• Events, Outreach & Travel: Day	Claude A.	
3:00 – 3:50 pm	Advisee Group Session III	All Participants	
6:30 – 7:30 pm	ATI Dinner	All Participants	

Wednesday, September 30

7:30 – 8:15 am	ATI Breakfast	All Participants	
8:15 – 9:20 am	ATI General Session:		
	• Introduction of Technology in Admission	Tom S.	
9:25 – 10:20 am	Breakout Sessions:		
	• Making Decisions PK-5	Victoria M	
	• Making Decisions 6-12	Anne B. & Cathy W.	
	• Financial Aid 101	Leo M.	
10:35 - 11:25 am	Advisee Group Session IV	All Participants	
11:30 am – 12:20 pm	Breakout Sessions:		
	• Communicating Decisions	Anne S.	
	• Recruiting Students of Color	Cathy W.	
12:20 – 1:30 pm	Lunch	All Participants	
1:30 – 2:25 pm	Breakout Sessions:		
	• Office Management	Anne S.	
	• Directors Working with Heads & Trustees	Leo M.	
	• Grinding it Out When You're Under-Enrolled	Claude A.	
	• Dealing w/Difficult Parents	Anne B.	
	• International Recruitment & Evaluation	Tom S.	
2:30 – 3:15 pm	Advisee Group Session V	All Participants	
3:20 – 3:45 pm	ATI General Session: Closing	All Participants	

SSATB 2009 ATI FACULTY

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