



A First-Timer's Guide to the NACAS Annual Conference Rosen Shingle Creek, Orlando, Florida October 23 – 26, 2011

Congratulations on your decision to attend your first NACAS Annual Conference. It promises to be a very rewarding and educational event. We want to help you make the most of your experience and have provided some information below that you may find helpful.

We're looking forward to seeing you in Orlando where we can "Explore. Discover. Connect."

Travel

- The Annual Conference will take place at the Rosen Shingle Creek in Orlando, FL. All sessions except the campus tours and golf outing will be held on-site.
- The Orlando Airport (MCO) is approximately 10 minutes from the conference site. There are multiple properties owned by Rosen Hotels in the Orlando area. When confirming your transportation to the conference, be certain that you note the address for the Rosen Shingle Creek (9939 Universal Boulevard, Orlando).
- Room rates are available from October 17 – 29, 2011. Rates are \$182.00 single/double + taxes/night, with \$20.00 for each additional person. Check in after 3 pm and out at 11 am.
- Five days prior to your arrival, a one night's room and tax authorization will be processed on your credit/debit card. Be aware that an authorization on a debit card will remove funds from your bank account at that time.
- Self- and valet parking available for a fee.
- If you have not yet made your hotel reservations, the hotel is now sold out. Please view the NACAS website for alternate suggestions.



Dress

- For all business and educational sessions, as well as the gala event, dress is Business/Business Casual. You may want to bring a sweater or light jacket as personal comfort in meeting rooms vary. Make sure to bring comfortable shoes if you are participating in any of the optional campus tours.

Welcome Brunch

- A First Timer's Welcome Brunch is scheduled for Sunday, October 23, from 10:15 am - 12:00 noon. This is included in the full-registration for all first-timers. We hope you will be able to attend and meet others in the organization and also within your region.

Regional Breakfasts

- Regional breakfasts (Central, East, West or South) Monday, October 24, 2011, 7:30 a.m. – 8:30 a.m. If you are not sure which region you are in, a listing is available on the NACAS Annual Conference website.
- Canada Day Meetings will be held on Sunday, October 23 and are open to all Canadian members.

Sessions / Handouts

- In addition to the General Sessions, there are multiple professional development tracks available at the conference. These sessions are presented by your colleagues at other institutions as well as NACAS business partners.
- There are limited handouts available in session rooms. Computer terminals will be available on site to print handouts for the sessions you are attending, and/or will be available on the NACAS website prior to the Annual conference.

Vendor Exhibits

- Approximately 100+ vendors representing all areas of auxiliary services will be in attendance at the vendor expo. They will be happy to talk with you and answer any questions you might have. A map of the exhibit area is available on the NACAS Annual Conference website. Be sure to bring plenty of business cards.



Events

- Golf Tournament, Shingle Creek Golf Club, Saturday, October 22, 2011. Tee off at 12:30 pm. This event is not included in full registration. Registration form available on the NACAS Annual Conference website.
- A Pre-Conference Workshop on “Search for Success: Best Practices for Recruiting, Screening and Transitioning New Hires” will be held on Saturday, October 22, from 2:00 – 5:00 pm. This is not included in full-registration and separate registration is required.
- An “Institutes” program reunion will take place on Sunday October 23, from 9:00 – 10:00 am for those that have participated in past NACAS Institutes.
- Optional campus tours are available on October 24 and 25 and may be selected/paid for when you register for the Annual Conference.
- Fun Run/Walk, Tuesday, October 25, 7:00 am (included in full registration)
- Texas Hold ‘Em Tournament, Tuesday, October 25, 5:00 – 7:00 pm. Separate registration required.
- Gala Event, Tuesday, October 25, 6:30 – 10:30 pm (included in full registration)

Community Services Project

- Second Harvest Food Bank is a member of Feeding America — the largest charitable domestic hunger-relief organization in the United States. SHFBCF secures and distributes food and grocery products to approximately 600 agencies that feed the hungry throughout Central Florida. Look for the booth at the Annual Conference to donate your spare change to this worthwhile organization and help feed the hungry.



Key Volunteers

- Being a Key Volunteer is a great way to get involved at the Annual Conference and get to know other members. Distributing handouts before a meeting and collecting evaluations after an education session are just a few of the simple, yet important, tasks that Key Volunteers do to help personalize the conference. To become a Key Volunteer, contact Pam Grove at (434) 245-8425 x237, or email pam@nacas.org.

What's included in your 2011 Annual Conference Registration Fee?

	Member OR Non-Member	Non-Exhibiting BP	Exhibiting Add'l Rep	Member in Transition	Retiree	Guest	Student	Child
Opening General Session	•	•	•	•	•	•	•	
Awards Reception	•	•	•	•	•	•	•	
Regional Association Breakfasts	•	•	•	•	•	•	•	•
Guest “Welcome to Orlando”						•	•	•
Lunch on Monday	•		•	•	•		•	
Fun Run/Walk	•	•	•	•	•	•	•	•
Breakfast on Tuesday	•		•	•	•		•	
General Session on Tuesday	•	•	•	•	•	•	•	
Celebration Luncheon on Tuesday	•	•	•	•	•		•	
Gala Event on Tuesday	•	•	•	•	•	•	•	•
Closing Breakfast General Session on Wednesday	•	•	•	•	•	•	•	
Educational Sessions	•	•	•	•	•	•	•	
Six hours with Business Partners in Exhibit Hall (institutional members & exhibiting business partners only)	•		•	•	•		•	
Open Evening on Sunday & Monday	•	•	•	•	•	•	•	•

For more information about the NACAS Annual Conference, visit www.nacas.org