



## Attending the NCSMA Convention

### *Your Guide to Events, Dress Code & More!*

Whether it is your first or thirty-first NCSMA convention this guide is designed to let you know all about what to expect at the annual meeting.

#### **Registration**

Pre-registration for the convention can be accomplished by completing and submitting the appropriate fees noted on the official registration form that is available on the website at [www.ncsma.org/events](http://www.ncsma.org/events). Upon arrival at the convention you will need to check in at the registration desk to obtain your packet that will contain your name badge, official program, CEU form and other information about the meeting. Your registration badge is your entry into all the continuing education programs during the annual meeting.

#### **Dress Code**

Dress code for all events, except the President's Banquet and Friday night is business casual. No shorts, jeans, sweatshirts or flip flops please! Remember that this is a professional society and we do expect our members to dress appropriately. Friday night is a casual event and jeans are considered appropriate. The President's Banquet on Saturday evening is semi-formal event.

#### **Electronic Devices**

Electronic devices should not be used by attendees during any sessions. Devices may remain on, but should be turned to silent or vibrate. If you must answer an email, text or call, leave the session to reply.

#### **Meals**

The Awards luncheon, President's Banquet and Sunday breakfast are included with full registration. Other packages are available and you will be provided with tickets for the meal functions you purchase. Tickets are available for purchase for guests for each meal function.

#### **Events**

The educational sessions are only the beginning of what is in store for you during the convention. Some of the events not to be missed are the First

Timers Break hosted by the NCSMA Past Presidents and the Student Session hosted by the educators. The annual Awards luncheon honors the chapters with outstanding publications, programs and membership and is held on Saturday. During the luncheon the Joan Michaels Memorial NCSMA Scholarship is presented. The President's Banquet features the parade of chapter presidents, NCSMA Past Presidents and the installation of NCSMA officers. Check your official program for dates, times and places.

#### **House of Delegates**

The annual business meeting of our society is conducted in this special session open to all attendees. Representatives elected by local chapters review reports submitted by the NCSMA officers and committees elect new officers, delegates and alternates to the national AAMA House of Delegates, members of the Awards and Nominating Committees and approve bids for future conventions. Bylaws amendments and approval of the budget are also discussed.

#### **Board of Directors**

Two meetings of this governing body are held during the convention. One is held on Thursday before the start of the convention and one on Sunday morning after the last speaker. These meetings are open to all members and you are encouraged to attend. Come see your society at work!

***Note:** If you have any allergies that would impact your participation in the convention, such as a food allergy (including peanut, tree nut, or shellfish), please provide NCSMA with sufficient advance notice of such allergies. While NCSMA will use reasonable efforts to accommodate your needs, NCSMA shall not be responsible for any injuries, damages, additional costs, or losses to you as a result of any party's—the hotel, or any convention vendor—failure to accommodate your needs.*

***We hope you enjoy  
the convention!***