



## 2017 FIRST TIMER'S ORIENTATION CONFERENCE TIPS

<http://firsttimer.nawic.org>

**Welcome** to your first NAWIC Annual Meeting and Education Conference (AMEC)! Go to the link above to hear a podcast from the 2016-17 NAWIC President, Connie Leopard.

The NAWIC AMEC can bring you personal and professional renewal. Seize the opportunities this conference offers, and it will bring you tremendous benefits long after you return home. The following tips will help you make the most out of your conference experience.

### ***INFORMATION***

Once you register, take the time to go through your registration packet. It contains valuable information, which will help to make your conference more enjoyable. Read through the conference program. The program will tell you **where** you need to be and **when** you need to be there. Use a highlighter to mark those events that are **mandatory** and the **optional** events you want to attend. This will help you to know, at a glance, when and where you need to be and when you have **free time**.

### ***FACILITIES***

Familiarize yourself with the **layout of the Hyatt Regency Orange County**. Floor plans are in your conference program and on [www.nawicconvention.org](http://www.nawicconvention.org). It only takes a few minutes to make a dry run of the meeting rooms, locate the restaurants and gift shop. Having a general knowledge of where everything is located will save you time later.

### ***ORGANIZE PAPERWORK***

Prepare a master **conference folder**. The conference folder and portfolio given to you at registration are excellent tools to keep you organized for the conference. The folder contains all of the relevant information you will need, and there is extra room to add any other information you receive. Carry your folder and NAWIC portfolio with you throughout the Conference.

### ***THE DAILY BULLETIN***

Don't forget to pick up your copy of **the Daily Bulletin**, the conference newsletter. The Daily Bulletin will be available free to conference attendees Wednesday through Saturday. This is a great way keep up with what's going on at conference. Attendees will also have the option of purchasing ads in the Daily Bulletin. The deadline for placing an ad is noon the day before an issue publishes. Visit the On-site Registration Desk to place an ad.

## **IDENTIFICATION**

**Badges** must be worn for all business sessions and functions. They are your ticket to meal functions, except for the Friday night Awards Gala. Keep in mind that, even though you don't need your badge to attend the Awards Gala, it is helpful for others to recall your name. Make sure you wear your badge on the right side where it can be seen. The more you're noticed, the more opportunities you'll have for interaction with other members.

**Conference Ribbons** are color coded according to category. You will have a **blue ribbon**, which designates you as a "First Timer." If you are a delegate, you will also have a **red ribbon**. Attach this ribbon to your name badge. You must wear your ribbon during the Annual Meeting. This makes it easier for the Floor Vote Chairman to identify you as a delegate. If you are a delegate, keep your **credential card** handy during the Annual Meeting. It was designed to fit into your name badge holder.

Remember, **NAWIC membership pins** are worn on the left side. No other pin or accessory should be worn over your NAWIC pin. Pins should be placed directly on clothing, not placed on ribbons or patches, which are then affixed to clothing.

## **FUNCTIONS AND NETWORKING**

Most functions have **open seating**. When attending meal functions, go outside your comfort zone and choose a table with members you don't already know. This is a great way to network and make new friends.

There is assigned seating for the **NAWIC Awards Gala** on Friday. Please read the **Banquet Ticket Exchange** procedures included in your registration packet and posted on the conference website. You will receive a voucher for the Gala. Be sure to turn your voucher in for an assigned seat at the Awards Gala.

If you have **dietary restrictions**, hopefully you noted those on your registration form. If you did not, please contact our Conference Director, Debbie Draper, via email ([debbie.draper@conferencedirect.com](mailto:debbie.draper@conferencedirect.com)) prior to the AMEC, or go to the Registration Desk at the conference. Depending on your request, it may still be possible to arrange a special meal for you. A limited supply of special meals will be available, so please take care of this in advance if at all possible.

**Bring a sweater** or jacket to workshops and meetings. Most Conference workshops are held in "climate-controlled" rooms, which are occasionally too warm or too chilly. With a sweater, you can dress to match your personal comfort level.

Carry an ample supply of **business cards**. You never know when you'll have the opportunity to discuss a business deal, acquire information from an acquaintance, or set up post-conference business.

## **NEF**

Support the NAWIC Education Foundation. Stop by the NEF Information Desk in the Grand Ballroom (EFG) to see the many items available to members. To learn more about the Foundation, attend their **workshops**.

## **SPONSORS**

Make a special effort to thank and network with the conference sponsors. These organizations enable NAWIC to keep conference costs reasonable, and they have made an investment of resources to be able to meet and network with as many of our members as possible. You never know when a contact made will provide future benefits to your career.

## **LEADERSHIP**

Seek out the **officers and directors**. Your national board wants to meet you and hear your opinions on what works and what you need at future conferences. You may be a future leader of NAWIC, and we want to identify you and help you build your Association career as well as your business resume. Check out the Professional Seminars and Workshops on Thursday, Friday and Saturday. You'll pick up information that applies not only to NAWIC, but also in many other areas of your professional and personal life.

## **CONFERENCE SERVICES**

Take advantage of the **Conference Services**. The conference web site is always available at [www.nawicconvention.org](http://www.nawicconvention.org). It has schedules, maps, transportation services, seminar handouts, and helpful links for your stay in Anaheim, CA. It's also mobile friendly and you can save it to your home screen like an app!

As well, a conference bulletin board and photographer's desk are located in the registration area throughout the week. And be sure and visit the **NAWIC Store** during AMEC. The Store will be open from Tuesday through Friday. Stop by and see what new NAWIC and other items that may be on sale.

While you are in the area, stop by the **On-site Registration Desk** to see what Conference promotional items are available for sale. Take home some items to the members of your chapter who did not get to attend the Conference this year. They will appreciate your thoughtfulness and NAWIC will appreciate your support of the Conference.

## **HELP!**

If you are unsure of anything at all – **ASK!** NAWIC Staff will be on hand in the registration area at those times designated in your program. They will be easily identifiable and they will be able to answer most of your questions about the conference itself and can certainly find the answer if they are not immediately able to provide the information you need.

**Share your knowledge and insights with others.** Before you leave for home, make a list of key insights you've gained and share them with colleagues back in the office. You'll receive an even greater return on the time and money you invested in the conference, and you'll build goodwill among your colleagues. And when posting to social media use the **#2017NAWICAMEC** hashtag to show your support.

Most of all ... Smile, Learn, and **HAVE A GREAT TIME!**