

Confirmation Information about 2013 NACBA Conference

Greetings from the Charlotte Conference Planning Team and the NACBA Staff! We are delighted that you will be attending the 57th NACBA National Conference at the Charlotte Convention Center in Charlotte, NC. The following information should help you in your preparations for this important event.

Take Note: BEFORE YOU LEAVE

Bring a Jacket

The convention center tends to be cool to most attendees and cold to some. In spite of attempts to regulate the temperature, it is difficult to please all attendees, so be sure to pack a sweater, sweatshirt, or jacket, and carry some kind of wrap with you to all events.

Download Handouts

The NACBA conference is “green.” This will not be a paperless conference, but will be a “less paper” conference. The traditional spiral notebooks will be provided at the conference. **Printed workshop handouts will NOT be provided at conference.** Both the conference notebook and all handouts will be available prior to the conference via the NACBA Website at <http://www.nacba.net/2013>. You will need to download handouts to your laptop, smartphone, or e-reader (iPad, Nook, Kindle, etc.) and/or print them before you leave to have access to copies of the handouts for workshops you plan to attend. Internet access at the Charlotte Convention Center has a daily charge of \$14.95 which provides access throughout the convention center. If you do not choose to pay for Internet, there will be some flash drives which you can borrow in the office where you can go to download handouts.

Checking into the Hotels

Check-in at all the hotels is after 3:00 p.m. There will be a NACBA information table at the Charlotte Convention Center on the concourse level. Conference registration is on the concourse level. **Be sure to pick up your registration packet before you go into the Exhibit Hall because you must have a name badge to enter.**

Parking

There is no complimentary parking among hotels. Parking rates vary:

- The Westin self-parking rate is \$18/day and \$25/day for valet.
- The Hilton Charlotte City Center self-parking rate is \$18/day and \$25/day for valet
- The Hilton Garden Inn Charlotte—Uptown self-parking rate is \$10/day and \$15/day for valet
- The Hampton Inn Charlotte—Uptown has complimentary self-parking and no valet parking.
- There are a variety of other downtown parking areas available.

Thursday Conference Opening:

Conference registration opens on Thursday at 8:00 a.m. and closes at 8:00 p.m. to accommodate late arrivals that day. Denominational/Communities of Practice receptions are taking place at 5:30 p.m. on Thursday prior to the opening event. See the schedule for locations. Hospitality from the Charlotte, NC, area awaits you. Kick off your fun and exciting week with an early visit to the Exhibit Hall on Thursday evening at 6:30 p.m. This year many exhibitors will be holding drawings in their booths. Be sure to stop by and visit with them and sign up for drawings which will be held during the Trade Show. The Exhibit Hall will be open from 6:30 p.m. until 9:30 p.m. on Thursday. The buffet dinner will be served in the exhibit hall from 6:30-9:00 p.m. Be sure to go by conference registration to pick up your packet with name badge and meal tickets **before** going to the opening event. Each person must have a name badge to enter the Exhibit Hall.

First-Timers:

If this is your very first NACBA national conference, please join us for the **First-Timers Orientation on Thursday, July 11th at 3:30 p.m. in Room 213BC of the Convention Center.** This is “come as you are,” so if you’ve been traveling all day and feel a bit haggard, no problem, just show up in your travel attire.

Please note: If your spouse/children are coming with you to the conference and want to accompany you to any meal/event functions you will need to purchase extra meal tickets for them prior to arriving at the conference. **THERE WILL BE NO TICKETS SOLD AT CONFERENCE. The last day to purchase tickets is June 21st.** (Click [here](#) for extra ticket order form.)

Sunday Special Event:

An evening at the NASCAR Hall of Fame is the Conference Special Event on Sunday night. The evening begins with a seated dinner in the Charlotte Convention Center ballroom and is followed by an event at the Hall of Fame. A ticket is included in general registration and is required which includes both dinner and the museum. To order extra tickets for this event for family, click [here](#). **Order extra tickets no later than June 21st.**

EXCHANGE Tickets are needed:

With your registration packet, among the meal tickets you will have an exchange ticket for “The NASCAR Special Event.” If you plan to attend, please exchange this ticket for a special event ticket to the event. In order to attend this event, the exchange must be made **prior to 3:45 p.m. on Friday, July 12th.**

Last General Session:

The last general session will be a luncheon on Monday, July 15th. Everyone attending will need to have a lunch ticket to get in. At the end of this session, there will be a drawing for free airfare to the Orlando 2014!

Special Recognitions:

The ceremony for the new Certified Church Administrators (CCAs) and for those who have earned the retention of their CCA is being held during the General Session on Friday morning, July 12th, which begins at 8:30 a.m. If you are in this Certification/Retention Class of 2013 or are a center director, the rehearsal for the ceremony will take place at 8:00 a.m. *Please arrive by 7:50 AM.* There will be a reception for all CCAs following the Friday General Session in Meeting Room 219AB to honor this year’s certification classes.

The ceremony for our special awards recipients will be held on Sunday morning, July 14th, during the General Session.

Weather and Clothing:

Casual wear is the order of the day. The dress for this conference is pretty much casual from start to finish. Those being certified or receiving awards may want to be more dressed up, though it is not necessary; that is a personal decision. Some of the denominational/communities of practice dinners may be coat and tie events, but there is certainly no dress code. The average high temperature in Charlotte, NC for July is 89 and the average low is 68, so dress accordingly. **Please note:** Many attendees find the meeting rooms cold, so having a sweater or jacket is a good idea. Bringing clothing which can be layered is advisable.

Get Social:

Get the latest updates from NACBA before the event and onsite, share your own experience and get a live feed with what’s happening with Twitter. Follow NACBA at [@nacba](#) and use the hashtag [#nacba2013](#) to join the conversation. You can also “like” NACBA on [Facebook](#). There’s also a National Association of Church Business Administration group on [LinkedIn](#).

Special Needs:

If you have a physical or dietary restriction needing special treatment, please email Tammy Mirau at tammy@nacba.net. Every effort will be made to accommodate your needs. A list of people with dietary restrictions/requirements will be given to the catering department. **If you have such a restriction, you must tell your server, and if a different meal has been prepared for you, it will be provided.**

Workshops, General Sessions, and 2013 Trade Show:

The conference notebook and the daily *NACBAgram* newsletters are your guides to all the daily activities. Keep your notebook close by at all times! **Please silence all cell phones and other noisemakers while attending the workshops & general sessions.** Trade Show 2013, in the Exhibit Hall, will open Thursday evening at 6:30 p.m. The Exhibit Hall will close on the afternoon of Saturday, July 13th.

Security

Name Badges: Your registration packet will include a name badge and lanyard. In today's world, security is becoming a greater concern. For this reason, we ask that you wear your name badge at all times during the conference. Name badges will be checked at entrances to the Exhibit Hall and to all sessions. You and any family members with you must have name badges to enter these areas. If you have not given us the names of your family members you wish to enter the exhibit hall, please email us at reg@nacba.net.

Wi-Fi:

Advances in technology have been amazing. WiFi access is available in the Convention Center for a fee of \$14.95 per day. Instructions for connecting will be in the conference notebook.

Privacy and your Barcode:

Some of our exhibitors will be using barcode scanners to record that you visited with them in their booths. This information will be used to follow-up with you and may also be used for prize drawings. When you allow your barcode to be scanned you will be giving them your

- name,
- church's name,
- address,
- phone number,
- FAX number, and
- email address.

NACBA's Privacy Policy contains the following section regarding the **Use of E-Mail Addresses.**

NACBA does not provide member e-mail addresses to any outside party, including members of NACBA, except as allowed through the Member Directory on NACBA's web site, the electronic directory, and to exhibitors at our national conference with the permission of the member. A member grants permission and provides his/her email address to an exhibitor by allowing the exhibitor to scan the barcode on the member's name badge. E-mail addresses are not to be sold to outside organizations or provided to advertisers, affinity partners, or member benefit vendors. NACBA and its chapters will use a member's e-mail address to communicate items of news and interest to members and for inclusion in our member directory.

The complete NACBA Privacy Policy is available at www.nacba.net by clicking on "terms/privacy" listed under Legal Statements or by going directly to <http://www.nacba.net/Pages/TermsPrivacy.aspx>.

Family Activities:

There will be a **Spouse and Family Activities Orientation on Friday, July 12th at 10:30 a.m.** in Meeting Room 216AB in the Convention Center. Door prizes will be awarded. Learn about what to do in the Charlotte area.

Breakfasts at the Conference:

The basic conference registration for Charlotte includes no breakfasts; however, you may purchase breakfast foods at the hotel restaurants or in the convention center food court.

View your Schedule and Ticket Purchases:

Don't remember what you bought? Log in to our Website and go to the Charlotte 2013 page. Click on the "Workshops & Schedules" tab and then click on the "View Schedule" link. This will open a window showing you all of the tickets you purchased and all of the events for which you registered. Click [here](#) to go to that page and then log in. You must be logged in to view your schedule.

If you need additional tickets for spouse/guests use the order form on the next page.

Why is it so important for me to stay in one of NACBA's hotels?

It's important because of attrition and room rebates.

What is attrition?

When a group reserves a block of hotel rooms and those rooms go unsold, the group is contractually obligated to pay for those rooms in the form of penalties called attrition charges, a frightening word for your national staff and Board. A meeting the size and scope of a NACBA conference requires that the meeting location and the hotel room block be reserved by contractual agreements years in advance. Determining the number of required hotel rooms is very difficult and calculated with great care. Since our inception, NACBA had never incurred attrition charges until the 2009 conference, which followed a severe downturn in our national economy. Those penalties, over \$80,000, hurt our association greatly. Now, for Charlotte, even with our excellent registration numbers, we find that our potential attrition liability could be severe.

What are room rebates?

In order to attract business to the city, Visit Charlotte (the city's convention and visitors' bureau) and the contracted hotels provide funds to offset the cost of the convention center rental fees. When you stay in one of our hotels, Visit Charlotte contributes \$4 per room night, and each of the hotels contributes \$11 per room night. When you stay outside of our room block, we do not receive this rebate to cover the cost of the convention center.

As an incentive, several years ago, NACBA initiated a room rebate program that provides a credit at the time of hotel checkout of \$30 per night for up to five nights or \$150. We did this in order to address attrition charges and last-minute highly-discounted hotel rooms available on the Internet. This is not just for conference attendees, but applies to exhibitors as well.

We need your help!

We hope this information helps you understand how the meeting business works and just how important it is for you to stay in one of the NACBA hotels. If you have not reserved a room, please do so by June 19th. If you have a room reserved in a hotel outside of our block, please prayerfully consider cancelling that reservation and reserving a room inside the NACBA block. The members of NACBA will be forever grateful!

[Click here to go to the hotel reservation website](#) as reservations may only be made online through this website. Please do not call the hotels directly.

NACBA CONFERENCE Extra Meal Ticket Order Form

NACBA
 100 N Central Expy Ste 914
 Richardson, TX 75080-5326
 (800) 898-8085
 (972) 699-7555
 (972) 699-7617 Fax
 tammy@nacba.net

Extra Meal Tickets:

Extra meal tickets must be purchased no later than June 21st.

Your full registration includes one set of meal/special event tickets (indicated by asterisk on order form) for you; however, you will need to purchase extra tickets for the meals/special events for your spouse, children, etc. if they plan to attend. **NOTE: All extra tickets must be purchased by June 21st.** The hotel must have the meal count prior to the conference. **Names badges will be needed to enter the exhibit hall and for the special event**, so please be sure to include the name of your spouse, children, etc.

If you have registered for the United Methodist or Presbyterian functions your registration fee covers most meals, but you must purchase any extras for spouse, children, etc. If you registered for **NACBA/UMACBA or NACBA/PCBAA**, all meals/special events are covered from the Thursday opening celebration through the lunch on Monday. If you registered for **UMACBA only** your meals are covered from the Thursday opening event through Saturday dinner.

Daily registrations include lunch for that day only. NACBA is not responsible for lost meal tickets.

Order by June 21st. NO EXTRA MEAL/EVENT TICKETS CAN BE PURCHASED ON SITE.
 Fax this form to 972-699-7617.

Your Name _____

Payment Processing:

___AmEX ___Visa ___MC ___Discover

Card Number _____

CVC Code _____ Exp. Date ____/____

Name on Card _____

Card Billing Address _____

Card Zip Code _____

Signature _____

Guest Name _____

Guest Name _____

Guest Name _____

Guest Name _____

Extra Tickets				
	<u>Event</u>	<u>Price</u>	<u>Quantity</u>	<u>Total</u>
Spouse Attending Workshops				
		\$85	_____	\$_____
(does not include meals)				
Thursday, July 11				
*	Opening Event in Exhibit Hall	\$32	_____	\$_____
Friday, July 12				
*	Lunch	\$19	_____	\$_____
	PCBAA Dinner	\$70	_____	\$_____
	UMACBA Event	\$75	_____	\$_____
	SBCBAA Dinner	\$65	_____	\$_____
Saturday, July 13				
	SW Cert Cntr Alumni Breakfast	\$25	_____	\$_____
*	Lunch	\$34	_____	\$_____
	UMACBA Dinner	\$35	_____	\$_____
Sunday, July 14				
*	Lunch	\$27	_____	\$_____
*	Special Event (includes meal)	\$65	_____	\$_____
	(Children under 12)	\$30	_____	\$_____
Monday, July 15				
*	Lunch	\$30	_____	\$_____
Total				\$_____