

## “Know Before You Go”

### Important things of note to help you plan for conference:

- ◆ Please sign up for field trips/workshops before Friday, August 31<sup>st</sup>. If space is available, you can also sign up at the conference registration desk but there are only a limited number of spaces left!
- ◆ Download the INAFSM Conference app; see instructions in the email.
- ◆ Please bring your new INAFSM sling backpack to carry your notepad, water, snacks, & your new 2018 conference program booklet.
- ◆ Please bring rain gear for some walking field trips and to visit downtown Evansville.
- ◆ Please bring your checkbook, cash, or credit cards to pay for those cool Silent Auction winning bid items.
- ◆ Free parking is available to all INAFSM Conference Attendees in the DoubleTree Hilton parking lot, or for those not spending the night, free of charge at the Old National Events Plaza surface lot at Walnut and 9<sup>th</sup> Streets.



- ◆ The DoubleTree is connected to the Old National Events Plaza via skywalk.
- ◆ Please check in at the conference registration desk on the second floor at the Old National Events Plaza! You MUST wear your name badge wallet to all conference events including the Thursday evening event at the Pagoda.
- ◆ Your name badge wallet will contain 2 free drink tickets (Woo Hoo!) and 3 door prize tickets (YEAH!).
  - You may use your free drink tickets (1 at the DoubleTree on Wednesday and 1 at the Pagoda on Thursday evening). A cash bar will be available both evenings.
  - We will have 3 different door prize drawing times during conference. Each ticket is color coded to match a specific time. It is each attendee’s responsibility to drop the appropriate door prize ticket in the pail for each drawing.
- ◆ Attendees who ordered INAFSM Logo gear may pick it up at the table near the registration booth.
- ◆ Tracking PDHs; for those who need to track their professional development hours:
  - We will have daily sign-in sheets at the registration desk.
  - You can use the new PDH Tracker Sheet to self-check off the sessions that you attended and keep it for your records. You can pick up your tracker sheet at the registration desk.

- ◆ **All plenary sessions, breaks with refreshments, Vendors, and most meals will be held on the second level of the Old National Events Plaza. PLEASE NOTE THAT WEDNESDAY DINNER WILL BE HELD IN THE DOUBLETREE BALLROOM ON THE FIRST FLOOR OF THE HOTEL.**
- ◆ All breakout room sessions, the CFM exam, and the Silent Auction will all be held on the first level of the Old National Events Plaza.
- ◆ Please follow your agenda / app to be clear on where meals will be served.
- ◆ We will offer mid-morning coffee and hot tea outside of the Ballroom/Exhibit Hall on Thursday and Friday.
- ◆ Afternoon snacks will be available at vendor booths in the Ballroom/Exhibit Hall.
- ◆ Meals; the following meals are included with your paid, full conference registration: Wednesday Lunch & Dinner; Thursday Breakfast, Lunch, & Dinner; as well as, Friday Breakfast.
- ◆ **If weather does not allow us to be outside on Thursday evening, our dinner event will be held in the enclosed Pagoda and under the tents provided by INAFSM.**
- ◆ Wednesday Evening Vendors' Reception:
  - Be sure to pick up a "Passport to Prizes" sheet to gather vendor signatures to be in a special prize drawing! You MUST turn your completed sheet in before 7p.m.
  - Light hors d'oeuvres will be served.
- ◆ On Wednesday evening, the INAFSM Conference event ends at 8:30 p.m. and 9:30 pm on Thursday evening at the Pagoda. You can visit downtown Evansville establishments and network with your INAFSM colleagues. For a list of establishments with descriptions, please visit: <http://www.inafsm.net/evansville>
- ◆ **Please recycle your name badge pouch at the registration desk before you leave to help keep our conference registration fees low!**
- ◆ **Thank you for attending the 2018 INAFSM Annual Conference!**