

# 2021 INAFSM Annual Conference

## "Know Before You Go"



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

- ◆ Visitors to both county and city-owned buildings in Evansville are required to wear a face mask. This includes the Old National Events Plaza. Please wear a face mask at all times when inside of ONEP.
- ◆ To help mitigate the risk for spreading the COVID-19 virus, staff will be conducting daily temperature checks for all conference participants. Please be sure to start your day a few minutes early by having your temperature checked using a no-contact thermometer at the INAFSM registration desk. You will receive a sticker for your name badge indicating that you have been screened for the day.
- ◆ Don't forget to pack plenty of business cards.
- ◆ Download the Guidebook app to access the INAFSM schedule/agenda. There will be no printed copies available onsite! If you want a printed copy, download an agenda from the INAFSM website to print and bring with you.
- ◆ Be sure to use the #2021INAFSM hashtag when using social media!
- ◆ Please bring your checkbook, cash or credit cards to pay for those cool Silent Auction winning bid items.
- ◆ Parking for attendees staying at the host hotel: Parking at the DoubleTree's garage is complimentary.
- ◆ For attendees not staying overnight at the host hotel: Parking is free of charge in the surface lot of the Old National Events Plaza.
- ◆ Your name badge wallet will contain one free drink tickets (Woo Hoo!) and three door prize tickets (YEAH!).
  - You may use your free drink ticket at the Vendor Ignite and Showcase on Wednesday. A cash bar will also be available.
  - We will have three different door prize drawing times during conference (one drawing per day). Each ticket is color coded to match a specific day. It is each attendee's responsibility to drop the appropriate door prize ticket in the pail for each drawing. Multiple prizes will be awarded at each drawing.
- ◆ 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 PDH Tracker Sheet to self-check off the sessions that you attended and keep it for your records. Printed copies of the tracker will not be available onsite -- download your copy from the INAFSM website.
- ◆ Please follow the app to be clear on where meals will be served.
- ◆ Meals: the following meals are included with your paid, full conference registration: Wednesday evening hors d'oeuvres and dinner; Thursday deluxe continental breakfast, lunch, outdoor dinner cookout; Friday deluxe continental breakfast.
- ◆ Thursday's dinner will be a cookout outside of Old National Plaza on Locust Street (the street will be closed off just for INAFSM). There will be covered and uncovered areas for dining. Beer and wine will be complimentary.
- ◆ Please recycle your name badge pouch at the registration desk before you leave to help keep our conference registration fees low!