



45TH ANNUAL IACA CONFERENCE PHOENIX, ARIZONA

May 15 – 19 2022 Phoenix, Arizona

BUSINESS REGISTRIES FROM A_{TO}Z

Now that you have registered and made your travel arrangements, what should you do next? This is the insider's guide to preparing for the conference, the events, plus other information you may need before joining us in Phoenix, Arizona!

PREPARING FOR THE A_{TO}Z CONFERENCE

Bringing guests? Make sure they are registered for the conference, including meals.

Check out the agenda: Decide which sessions you want to attend and prepare some questions you would like answered. It is usually helpful to check with others in your office for their thoughts and questions as well.

Ask Another Member of Your Jurisdiction: who has attended the conference in the past to accompany you to the President's Reception. IACA is a friendly group, but a familiar face brings confidence and may help with introductions. If you are traveling alone, please feel free to introduce yourself to a board member who will be happy to introduce you to other attendees.

Dress: Generally, for the sessions and meetings, business casual attire is appropriate. Some meeting rooms are cold, so bringing a sweater or light jacket is a good idea. Evening events are usually casual attire. You will want to pack comfortable walking shoes to explore Phoenix.

Download the App: Prior to the conference, information will be sent via email detailing the app. Have this ready to go so you can hit the ground running. This will also allow you to provide immediate feedback after each session.



Bring business cards to exchange.

Conference Swag: Leave extra room in your suitcase for conference materials and souvenirs. There are usually complimentary goodies from the host jurisdiction and our Partners.



Roll Call: is always ranked as one of the most useful sessions! This is an opportunity for a delegate from each jurisdiction to present a 1–2-minute update on their accomplishments and challenges from the past year, as well as insight into their future goals. Attendees should spend time before the conference planning what you will share. Please be concise!

During the presentations, note the jurisdictions facing challenges you can help with, and those that may be able to help you. We will also hear from our Partners about what they have been up to!

AT THE CONFERENCE

Meals: All meals are provided with registration. Meals are a great time to network and meet people from all over the world. Sit with different individuals to broaden your friendship base and knowledge level.

IMPORTANT – Only sign up for the meals you plan to eat. IACA incurs additional costs if attendance is not closely matched with meal registrations.

Vendors and Partners: Be sure to visit our vendor and partner tables! Without their support, we would not be able to host such a great and informative conference. They may be able to offer solutions and information or refer you to another jurisdiction that can do the same.

Plan to Attend the IACA Annual Business Meeting: This meeting is held on Thursday, from 9:30-10:15am. This is your organization, and the Business Meeting is your chance to be heard.



WiFi will be available free of charge in conference rooms and common areas of the hotel. Power outlets may be limited in meeting rooms; please make sure your laptop/tablet is charged.

Join the Conversation

#IACA2022



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IACA EVENINGS IN AZ

Sunday – Partners and New Attendees reception at Melinda’s Alley 6:00pm-7:00pm. The President’s Reception will be in the Goldwater Suite of The Renaissance Phoenix Downtown Hotel at 7:00pm. The Presidents Reception is intended to welcome you to Arizona. Dinner will be served. Business attire is recommended.

Monday – Phoenix Art Museum: Enjoy an evening in the largest art museum in the southwest showcasing art and exhibits from all over the world. Dinner and cocktails will be served. While this is not a formal event, you may want to dress to walk the red carpet and take photos.

Tuesday – Tailgate party: Who says you can’t tailgate all year ‘round? Join us for our massive tailgate party in the Pueblo room where we will have your usual tailgate foods, drinks, and games. Dress code: sports!

Wednesday – It’s Your Night! This is your opportunity to explore Phoenix on your own. To get you started, we will provide you with a map of recommended places to visit, all within walking distance of the hotel, and all expecting your arrival! There will be no shortage of cuisine options!

Thursday – The Duce: Enjoy an evening of fun and festivity! The conference closes with good music, heavy hors d’oeuvres, drinks and all the entertainment you could want. Casual attire recommended.

Hospitality Suite: Sunday - Wednesday 9:30 pm – 11:30pm. The conference is all about making connections with individuals who do the same job as you, putting faces with names, and having a contact to email or call with issues. The hospitality suite is a great place to network, make friends, and relax after the evening event is over. It is very informal, with drinks and snacks provided.

QUESTIONS: Feel free to reach out to an IACA Board member before, during or after the conference!