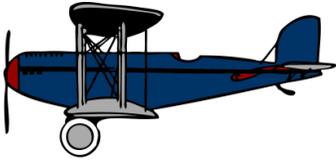
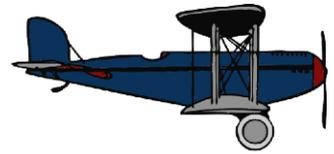


# Insider's Guide to Making the Most of the **41<sup>ST</sup> ANNUAL IACA CONFERENCE** May 6 – 10, 2018 ✈️ Charlotte, North Carolina

Here is what to expect now that you have registered. This is the insider's look into preparing for the conference, the events, and other additional info you may need before joining us in Charlotte!



## PREPARING FOR THE CONFERENCE



**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 for Meetings:** Generally business casual, although some meeting rooms are cold so a sweater or light jacket is a good idea. You will want to pack comfortable walking shoes to explore Charlotte.

**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.

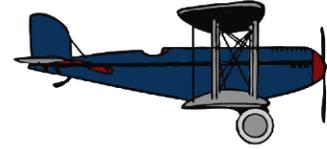


**Roll Call:** is always ranked as one of the most useful sessions. This is an opportunity for a delegate from each jurisdiction to present a 1-2 minute update on the accomplishments and goals for the upcoming year. Attendees should spend time before the conference planning what you will share if you are chosen to present for your jurisdiction. Please be concise!

During the presentations, note the jurisdictions facing challenges you can help with, and those that may be able to help you. The list of attendees provided in your packet is a great resource to mark contact information for follow-up conversations.



## 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. If traveling with a guest, please make sure to complete a separate registration and include their meals on that form. **IMPORTANT** – Only sign up for the meals you plan to eat. IACA incurs additional costs if attendance is not closely matched with meal registrations.

**Plan to Attend the Annual Business Meeting:** This meeting is held on Thursday, from 9-10am. 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 are limited in meeting rooms; please make sure your laptop/tablet is charged.

**Join the Conversation**

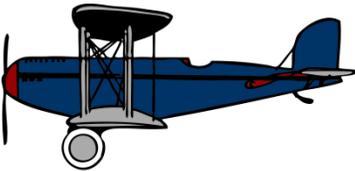
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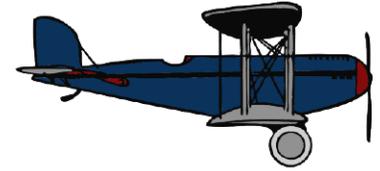
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## Evening Events



**Sunday** – Presidents Reception at Glenwaters: The Presidents Reception is intended to welcome you to North Carolina. Cocktails and heavy hors d'oeuvres will be served. Business attire is recommended.

**Monday** – Carolina Aviation Museum: After a full day of meetings enjoy the night viewing a replica of the Wright plane and the plane from the Miracle on the Hudson. Cocktails and heavy hors d'oeuvres will be served. Casual attire is recommended.

**Tuesday** – Charlotte Motor Speedway: Enjoy an evening of fast cars and barbeque. North Carolina is known for its barbeque and we will enjoy both styles. Please make sure to vote for your favorite kind. Casual attire recommended.

**Wednesday** – Free Evening: Dinner on your own. A previous IACA tradition brought back this year per the request of the members. Everyone will enjoy an evening in Charlotte to see the sites and check out the local cuisine.

**Thursday** – Howl at the Moon: The conference closes with good music and good food at this dueling piano bar. Cocktails and heavy hors d'oeuvres will be served. Casual attire is recommended.

**Hospitality Suite:** Sunday - Wednesday 10pm – Midnight; Thursday 9pm – Midnight. 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.