



# NYSATA 67<sup>th</sup> Annual Conference

## Hyatt Regency Hotel, Rochester, NY

### November 20-22, 2015

---

#### BEFORE YOU ARRIVE

**Pre-Registration:** Please look over your online confirmation. If there are any corrections needed you should contact Terri Konu at [tkonu@nysata.org](mailto:tkonu@nysata.org) or by calling 315-695-2500.

**Membership:** If your membership has lapsed you should have been notified via email. You can renew online or at check-in. Taking care of it ahead of time will streamline your check-in process.

---

**Parking:** If you self park, parking is complimentary at the hotel for all conference attendees, whether you are staying at the hotel or not. Bring your tickets to registration to be validated. Valet parking is available at an additional charge.

**Hotel Check-in/Checkout:** Hotel check-in is 3:00 pm. Checkout is 12:00 pm. If you registered with the hotel as a single, you are responsible for the full amount of the room charges. If there is a problem with your room, you must speak with the hotel. You must provide the hotel with tax exempt information if that is applicable. Note: If you are unable to check in when you arrive, we will make arrangements for you to store your luggage.

**Conference Registration:** Will be located on the second floor. This is one level up from the main lobby. Registration opens at 8:00 am each day.

#### At registration you will receive:

- Conference folder with a conference booklet, note pad and other materials
- Name badge, name badge holder (badge holder is inside the folder) and lanyard
- NYSATA tote bag
- Conference receipt
- Meal tickets, paid workshop tickets and shuttle tickets (if applicable)

**Food:** If you purchased meals you will be given your meal tickets at registration. You must exchange your lunch tickets for a timed ticket - Friday and Saturday

only. The buffet lunch will be served in the **Main Street Gallery** on the lower/street level at three different times - 11:00 am, 12:00 pm and 1:00 pm.

A Continental Breakfast will be served each day in the vendor area beginning at 8:00 am. There may be a limited number of meal tickets available on site.

**Workshops:** Check the workshop schedule for any cancellations or changes. There are always changes. Most workshops are free and operate on a drop-in basis. Some may charge a small materials fee. Only the pre-registered Friday After Dark, and Extended Studio workshops require tickets. Additional paid workshop tickets may be available on site.

**Professional Development Credit:** Use the form provided in your program to track workshops attended and get the appropriate signatures. Keynotes should not be asked for signatures - attendance for those can be verified at registration. You can obtain the official NYSATA seal for the PD form at **Registration**. If you need to verify professional development it is crucial that you record every workshop you attend. **Without this detail we will be unable to verify your attendance. NYSATA will not verify these forms after 12/01/15** - it's best to take care of it on site before you leave.

**Added note:** Please be courteous and put your cell phones and other electronics on silent mode during all workshops and keynote sessions. If you need to take a call, please step out of the room.