



NYSATA 66th Annual Conference

Desmond Hotel and Conference Center - Albany, NY
November 21-23, 2014

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 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.

UPON ARRIVAL

Parking: Parking is complimentary at the hotel for all conference attendees, whether you are staying at the hotel or not.

Hotel Check-in/Checkout: Hotel check-in is 4:00 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, the hotel will store your luggage.

Conference Registration: Will be located in the Fort Orange courtyard. 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 and name badge holder (badge holder is inside the folder)
- 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. There may be a limited number of meal tickets available on site. **Lunch tickets must be exchanged for a timed ticket** - Friday and Saturday only. The buffet lunch will be served in the King Street courtyard. There will be three lunch periods: 11am, 12pm, and 1pm. Seating is limited to 75 during each period. A Continental Breakfast will be served Friday and Saturday in the vendor area beginning at 8am.

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. **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 12/01/14 - 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.*