



NYSATA 65th Annual Conference

The Hilton Albany - Albany, NY
November 22-24, 2013

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. 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 Event level, one floor down 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 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 hotel's Charter Restaurant just off the main lobby. There will be four lunch periods: 11am, 12pm, 1pm and 2pm. Seating is limited to 50 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. NYSATA will not verify these forms after 12/01/13 - 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.