

2020 NEAFCS Annual Session FAQ

Please note that this is a working document and will be updated with additional information as we see the need. If you have suggestions on information that could be included in this document, please email elane@executiveoffice.org.

Click the links below to be directed to the subsection.

[Hotel & Location](#)

[Registration](#)

[General Meeting Information](#)

[Awards](#)

Hotel & Location Questions

What do I need to know before I book my flight?

The 2020 Annual Session schedule has changed slightly to allow for more opportunities among attendees. We highly recommend that you review the schedule on the website and ensure you are booking your flights to participate in the activities you desire.

The overall schedule is available on the website (as of 2/12/2020). The detailed schedule, which includes all concurrent session listings, will be made available prior to registration opening.

How does NEAFCS choose the meeting location?

The NEAFCS Annual Session rotates through the four Regions (Central, Eastern, Southern, Western). Based on the Affiliate or Affiliates that are willing to provide support for the Annual Session, the National Office will do a site search in the requested areas.

How are conference hotels chosen, can NEAFCS select a less expensive hotel?

Due to the size of the NEAFCS Annual Session, hotel options are limited. The National Office completes a detailed review of hotel proposals to ensure we are offering the best option to our members in regards to sleeping room accommodations and price, location and ease of access to the facility, onsite amenities, and the overall price of the meeting space and food/beverage that may affect the registration fee.

What types of rooms are available at the Snowbird Resort?

NEAFCS has contracted with the Snowbird Resort to offer special group rate pricing for rooms in two of the Snowbird Resort locations. Please read all details found on the following website in their entirety prior to making your reservation. <https://neafcs.memberclicks.net/2020-hotel-information>

Where can I find information on transportation and parking?

<https://neafcs.memberclicks.net/2020-travel-information>

What are the restaurant options available at the resort?

The Snowbird Resort offers 17 different dining options from casual to fine dining and everything in between. For more details on the options available onsite at the resort please click [here](#).

How can I find a roommate?

<https://neafcs.memberclicks.net/2020-roommate-matching>

Why am I charged a facility fee for not staying at the host hotel?

When NEAFCS contracts a hotel for Annual Session we negotiate a lower rate than is generally offered at the hotel. In order to receive this lower rate, NEAFCS must guarantee that our attendees will reserve a specific number of rooms at the hotel. If we do not hit our guaranteed number of rooms, then the Association is charged a fee equivalent to the cost of each room not reserved. This is referred to as Attrition. This can be VERY costly for the association. In order to avoid Attrition and continue to offer reduced hotel rates and registration fees, we require all attendees to stay in the host hotel whenever possible.

Attendees opting to stay elsewhere will be assessed a \$300 fee to offset the potential incurred hotel attrition. When making your hotel reservation, you must book your room under the NEAFCS Room Block. The facility fee is waived for local affiliate members commuting daily to the conference.

NEAFCS completes a room audit with the hotel to ensure all confirmation numbers match the individual who registered under that number. If there are any discrepancies or individuals who do not show up on the hotel rooming list, they will be invoiced the \$300 Facility Fee post Annual Session. If your roommate made the reservation, to ensure your name is on the rooming list you must check-in with the hotel when you arrive.

Why should I not hold hotel rooms?

Be aware that last-minute cancellations have financial ramifications for the association, so please try to make any changes as early as possible – no later than 4 weeks ahead if possible. When our block has sold out and attendees are holding additional rooms, this will require other attendees to book outside our room block at a higher rate. When attendees cancel their additional rooms that they were “holding”, this now opens up a room in our block that the association is held liable to fill or will incur attrition fees.

What is there to do near or at the Snowbird Resort?

The Resort is in an isolated location. It will require a short drive to get to the closest town at the bottom of the mountain, or approximately 30 minutes to Salt Lake City. Click here to learn more about Sandy - <https://www.sandy.utah.gov/>. Click here to learn more about what Salt Lake City has to offer its visitors - <https://www.visitsaltlake.com/>.

The Snowbird Resort has a lot to offer to their guests. To view all the options, visit their website here - <https://www.snowbird.com/>. If you are interested in the Spa, please make sure to read the details on the discounts available found on the Annual Session Hotel webpage.

What is the average temperature in Snowbird, UT during the time of Annual Session? The average high is 73 with a low of 41. September is one of the best months to visit Snowbird. Wind in Snowbird is usually calm, more like a light breeze.

Registration

How do I register for the meeting?

Members: If you are a NEAFCS Member, please make sure that you have logged in with your member username and password. If you do not see member pricing, that means you did not log in to the proper member account. You may only register one person at a time.

Non-Members/Guests: To register a NON-MEMBER, OTHER MEMBER, or a GUEST for the conference, please make sure to log out of the system first and enter his/her e-mail address as a non-member, or in the case of another member, please have him/her use his/her appropriate username/password.

You will need your hotel confirmation number in order to complete your registration. Make sure your name shows up on hotel's list of registered guests in order to avoid incurring the \$300 Facility Fee.

What are the registration fees?

Registration fees vary based on when you register and if you are a member of NEAFCS. See specifics on our website here.

What does the Full Registration fee include?

The Full Registration Fee includes admission to the following:

- Monday Welcome Event
- Tuesday Regional Meetings/Awards Breakfast
- Wednesday Lunch in the Exhibit Hall
- Thursday Continental Breakfast in the Exhibit Hall
- Thursday Evening President's Reception
- Thursday Awards Banquet
- General Sessions
- All Concurrent Sessions
- Poster Sessions
- Exhibit Hall
- Exhibitor Forums
- Wellness Activities

I am participating in the FCS Program Leaders Meeting. How do I register for this meeting?

You will have the option to register for just the FCS PL Meeting or the FCS PL Meeting with Full Conference Registration. Make sure you do not select the registration options under "Full Conference Registration". You will scroll down to the section that reads "FCS Program Leaders Meeting" and select one of your options there.

What is included with an FCS 2 Day Meeting Registration?

The 2-Day FCS Program Leaders Registration includes attendance at the Program Leaders' Meeting on Wednesday, September 16, and Thursday, September 17, plus breakfast and lunch on both days. This selection does not include the full NEAFCS conference activities.

I registered for the full NEAFCS Annual Session. Can I also attend the FCS Program Leaders meeting?

The FCS Program Leaders Meeting is held in conjunction with the Annual Session and requires a separate registration. The target audience for the FCS Program Leaders Meeting are those who serve in a leadership role for Family & Consumer Sciences at the state level; usually FCS Program Leaders and/or FCS State Program Specialists. This meeting is not open to Extension Educators or Extension Agents.

How do I pay for registration?

You can pay for your registration via credit card once you complete the online form. If you plan to submit a check, you may complete the form and select Check for payment option. IMPORTANT - if you select Check, your spot in the In-Depth Sessions and Pre-Conference Workshops will not be reserved until actual payment has been received.

How do I use a discount code?

On the payment screen under the "apply code" section, you will enter your code that was given to you by NEAFCS. This code will remove the discount from your current registration total. If your discount code is covering your full payment, once you enter in the code it will automatically take you to the confirmation page, as no payment is required. If your discount code does not cover the full amount, make sure the discount is reflected in your total amount due before entering in payment information.

What if I forgot to use my discount code?

If you forgot to enter your discount code during the registration, please contact the National Office at your earliest convenience at 850-205-5638 or wferguson@executiveoffice.org.

Payment Options

You may pay your registration fees by Cash, Check, Money Order, Visa, Master Card, or American Express. Purchase orders will NOT be considered as a method of payment for the Annual Session. This online registration form allows for only one method of payment. Therefore, if you would like to split your registration with multiple payment methods please complete your registration online and select the "Send Check" option at checkout. Then, mail, fax, or e-mail your registration confirmation (which you will receive via e-mail after you register) to the NEAFCS National Office along with a Payment Authorization Form. If you select the "Send Check" option, your

spot in the In-Depth Sessions and Pre-Conference Workshops will not be reserved until actual payment has been received.

Will I receive a receipt of payment?

Once the online registration is complete, you will be taken to a confirmation page that includes only the total amount due/paid. We highly recommend that you print this page for your records. This page can be used for reimbursement or payment processing. In addition, you will receive a confirmation email that includes a breakdown of all registration selections and total amount due/paid. Either option can be used as a receipt of payment.

How do I edit my registration?

You WILL NOT be able to make changes to your registration once it has been submitted. If you have any changes, please contact the NEAFCS office directly at 850-205-5638. If you need to add a ticket or event to your registration, please log back in and complete a separate registration. [This is for additions only; not changes.](#)

How do I register another person for the meeting?

[Members](#): If you are a NEAFCS Member, please make sure that you have logged in with your member username and password. If you do not see member pricing, that means you did not log in to the proper member account. You may only register one person at a time.

[Non-Members/Guests](#): To register a NON-MEMBER, OTHER MEMBER, or a GUEST for the conference, please make sure to **log out** of the system first and enter his/her e-mail address as a non-member, or in the case of another member, please have him/her use his/her appropriate username/password.

Can I bring a guest, and what does a guest ticket allow?

Guest tickets may be purchased during the registration process. If you have a guest ticket in addition to your individual registration, you will need to follow the steps above for Non-Member/Guest Registration.

The Guest Registration includes access to all events, meals, education, etc. just as a full registration. You also have the option to purchase Individual Tickets to the Welcome Event and Awards Banquet.

If I am unable to attend the meeting is there a fee for cancelling.

You can receive a full refund less a \$50 cancellation fee, if your written request is postmarked and/or received by the National Office no later than the early-bird registration deadline date.

To receive a 50% refund less a \$50 cancellation fee, the written request must be postmarked and/or received by the National Office no later than the Advanced Registration deadline date.

There will be no refund of registration fees after the Advanced Registration deadline date. Exception: Registrations canceled for reasons of health emergencies or other unforeseen circumstances, must be requested in writing (using the NEAFCS Refund Request Online Form). Any amount of refund is at the discretion of the Executive Board. If the Board grants the request, the approved amount will be refunded minus a \$50 processing fee.

Please note all Pre-conference Session, and In-depth Session fees are transferable but not refundable (based on requirements set with each session). All fees for tours and special activities are non-refundable.

How do I cancel my registration?

All cancellations must be submitted in writing using the NEAFCS Refund Request Online Form.

If I decide at the last minute to attend the meeting, can I register onsite?

Yes, online registration will close 2 weeks before Annual Session. If you decide to attend after online registration has closed you can register onsite at the registration desk.

I'm a presenter/speaker at the meeting. Do I need to register?

Yes, all presenters/speakers must register to attend the meeting.

General Meeting Information

Will coffee and tea be served throughout the meeting?

Usually not. Water stations are available throughout the meeting, however, and occasionally coffee and tea breaks are provided by meeting sponsors. We also suggest patronizing the coffee shops and snack bars in and around the meeting hotel.

What meals will be provided at the meeting?

As part of your full registration fee you will be provided the following meals

- Tuesday breakfast
- Wednesday lunch
- Thursday breakfast
- Thursday reception
- Thursday dinner

Why are more meals and coffee breaks not included in my registration fee?

In exchange for providing a competitively low room rate for our attendees as well as a number of other concessions, NEAFCS is contractually obliged to use the hotel's catering service for any food and beverage served at official functions.

Food and beverage service accounts for the largest expense incurred by NEAFCS for the Annual Session. This expense can cost the association upwards of \$173,000 annually. Examples of representative costs for food and beverage items, including a contractually negotiated discount, tax, and service charge, are as follows:

Coffee/tea/decaf \$75/gallon (about \$2,625 for every attendee to have just 1 cup of coffee); bottled water or soda \$6.50 each; Lunch between \$30-50 per person. To provide additional meals and coffee breaks would require the association to increase the registration fee. Attendees can purchase food at or nearby the hotel at a more reasonable price.

What are In-Depth Sessions?

In-Depth Sessions are additional education opportunities available to registered attendees only. These sessions may be held onsite or offsite. They add a nice twist to your professional development by providing attendees with a deeper look into some of the more complex topics being offered. These four-hour sessions allow participants to connect with experts who specialize in and work with these topics on a day-to-day basis.

Is there a separate fee to attend an In-Depth Session?

Yes. In-depth session tickets will not be sold onsite at the conference. If you are paying by check (rather than pay by credit card online), your spot in the in-depth sessions will NOT be guaranteed until payment is received.

What does the In-Depth Session fee cover?

The fee covers the program itself and transportation (if required). Some sessions may include food and/or curriculum/materials.

Can guests attend In-Depth Sessions?

You must be a registered conference attendee in order to purchase an in-depth session ticket. Tickets may not be purchased for guests, unless the guest is a registered attendee (i.e., full conference, daily, etc.).

What are Exhibit Forums?

Exhibit Forums are open to registered attendees. These Forums give NEAFCS exhibitors an opportunity to present their interesting research projects, and/or latest products and ideas to an audience of professionals.

When are Affiliate Officer Meetings?

Monday, September 14 from 12:45 PM – 2:15 PM. These meetings are open to individuals currently serving in the leadership roles within their Affiliate and/or may have interest in doing so in the future.

When are Committee Meetings?

Thursday, September 17 from 1:30 PM – 4:00 PM. These meetings are open to individuals currently serving on committees and anyone who may have an interest in volunteering.

When is the Annual Business Meeting?

Wednesday, September 16 from 2:15 PM – 4:15 PM.

Should I attend the Annual Business Meeting?

The Annual Business Meeting is open to all registered voting delegates and members of the association.

Are there ways for me to volunteer at Annual Session?

Yes, we hope that you will consider signing up to volunteer. It is because of our volunteers that we are able to put on this outstanding meeting. The Sign-Up form will be available after registration opens on the website.

What do I need to know about the Silent Auction?

Winners will be required to bring their items home with them. The Silent Auction raises proceeds for the NEAFCS Awards Program. If you want to donate an item, this information will be available on the website or you can email wferguson@executiveoffice.org.

Is there a conference app available?

Yes, you can access the links to go to your preferred app store to download it today here - <https://neafcs.memberclicks.net/2020-annual-session>

I've never been the Annual Session, so what can I expect?

We recommend you read the reflections from our 2019 first time attendees here - <https://www.neafcs.org/2019-as-first-timer-reflections>

Can my child attend activities at Annual Session?

Because the NEAFCS Annual Session has a lot of different educational opportunities and events, you will need to contact the National Office directly to discuss in further detail. Please call 850-205-5638 and ask for Danielle Jessup or Will Ferguson.

What should I bring to Annual Session?

Don't forget your business cards, jacket or sweater as meeting room temperatures vary, and workout clothes for the morning wellness activities.

Where do I find the full meeting schedule?

The agenda is available on the NEAFCS Annual Session website as well as the NEAFCS 2020 App. As we finalize the detailed schedule with concurrent sessions, etc., this will be updated in both places.

What is the dress code?

Business casual is appropriate for the meeting. Please note the dress for the Thursday Awards Banquet is Business attire to Semi-formal. The Resort is large and we recommend wearing comfortable shoes.

Awards

Do I have to attend Annual Session to receive my award?

In general, no. However, if you do not attend Annual Session the year you win the award, you forfeit the scholarship you receive as part of the award. Please review the Awards Manual to ensure the award you have applied for does not have requirements that may differ from this information. The awards manual is the final word on requirements.

Can someone else pick up my award at Annual Session?

Yes, they can. The volunteers that help run the awards ceremony can help. Have the person picking up your award speak to the volunteers on-site. The awards can be picked up after the awards ceremony.

Can guests attend the awards ceremony with me?

Each winner may bring one guest. If it is a winning team, each team member may bring one guest. There is an RSVP form you will be required to fill out to ensure seating for you and your guests. This RSVP will be emailed to you. PLEASE NOTE: all guests must have a paid ticket to the ceremony to attend.