



NACA MID ATLANTIC REGIONAL CONFERENCE
**THE AMAZING
NACA
ACTIVITIES RACE**
OCT. 15-18, 2009

PRE-CONFERENCE INFORMATION

Follow us on Twitter: www.twitter.com/thenaca
NACA Mid Atlantic news: [#naca-mat](https://twitter.com/naca-mat)

From the Regional Conference Program Chair

On behalf of the Regional Conference Program Committee, HELLO! We have been hard at work since last year's conference and we hope to bring you a remarkable 2009 Mid Atlantic Conference. Our theme this year is one that is designed for all attendees; those who are newcomers to NACA and those seasoned professionals. We can't wait to see what you can discover on this "amazing activities race."

Happening from October 15–18 in Lancaster, PA, the conference will include great showcases, wonderful educational sessions, a filled to capacity Marketplace, and of course friends, old and new, having a great time. So, make your reservations early, get your delegation ready, and prepare to join us on our annual journey through the world of campus activities.

Let's take a look at some of the stops:

Educational Sessions - We had a remarkable number of sessions submitted and the selection committee worked diligently to choose those designed to give you a wide variety of topics and expertise. If you submitted an educational session proposal, thank you! We couldn't have done it without you.

Showcases - As with the educational sessions, we had a remarkable number of showcase applications. The showcase selection committee worked hard, with great patience and humor, to choose those acts which demonstrated quality and which will provide you with enough variety for any school to find what they are looking for.

Campus Activities Marketplace - Showcases are just a fraction of the acts available to you at the conference. We will have representatives from over 140 agencies in the Marketplace. These agents represent literally, thousands, of acts. Be prepared to ask questions to find what you're looking for!

Block Booking - Who doesn't want (or need) to save money? There's no better way than through the Block Booking process. Booking dates on site can save you lots but even more when blocked with other schools. Even if you can't commit when you're in Lancaster, you should participate so you can see the blocks forming and take that info back to your campus. Before coming to Lancaster, have your calendar ready, know what rooms will be available, and know your budget.

Networking & Professional Development - You spoke, we listened! Past attendees told us that you wanted to stay on the leading edge of the field and our professional development sessions and featured speakers are designed to keep you there. We have adjusted the schedule as a direct result of feedback from last year, so don't be afraid to join us on these side trips.

Building the field - If you are a student who has an interest in becoming a campus activities professional, we'll have a great Graduate Program for you to learn what schools in our region have programs and assistantships for you.

Lastly, **get involved!** Just as you couldn't hold a major event on your campus without help, we can't do it without you. Volunteer on site and consider volunteering to be on the Regional Conference Program Committee. It is a lot of work, but just as your campus volunteer work is, it is incredibly rewarding.

We hope to see you can join our "Amazing Activities Race" in Lancaster in October. *(and you might find a gnome or two lurking around the Host!)*

Sincerely,
Bill

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Preliminary Conference Schedule

Thursday, Oct. 15

11 am–7 pm	CAMP Load-in/Associate Member Registration
11 am–7 pm	School Conference Registration
2 pm–2:45 pm	Conference Welcome
3 pm–4 pm	Educational Session 1 (Block Bookers' Orientation)
4:15 pm–5:15 pm	Networking Opportunities
4:15 pm–5:15 pm	Associate Member Orientation
4:30 pm–5:15 pm	Latecomer's Conference Orientation
5:30 pm–7 pm	Conference Dinner
7 pm–8 pm	Campus Activities Marketplace Grand Opening 1
8:15 pm–10:20 pm	Spotlight Showcase 1
10:20 pm–11:30 pm	Campus Activities Marketplace 2
11:35 pm–12:35 am	Staff/Associate Member Reception & Speed Networking
11:35 pm–12:35 am	Special Events Showcase

Friday, Oct. 16

9 am–4 pm	Registration Open
9 am–10 am	Block Book It Now Meeting
9 am–10 am	Educational Session 2
10:10 am–11:10 am	Educational Session 3 (Block Booking Meeting if needed)
11 am–3 pm	Graduate Program Fair
11:20 am–12:20 pm	Conference Luncheon
11:20 am–12:20 pm	Professional Development Luncheon (Professional Staff/Grad Students— Purchased Ticket Required)
11:20 am–12:30 pm	Associate Update and Educational Session with Lunch
12:25 pm–1:45 pm	Lecture Showcase
1:30 pm–3:00 pm	Professional Educational Session 1
1:50 pm–3:05 pm	Campus Activities Marketplace 3
3:10 pm–5:15 pm	Spotlight Showcase 2
5:15 pm–7:30 pm	Dinner on your Own
7 pm–7:45 pm	School Showcase Set-Up
7:40 pm–9:45 pm	Spotlight Showcase 3
9:45 pm–11 pm	Campus Activities Marketplace 4
11 pm–12 am	Intersection of Ideas

Saturday, Oct. 17

9 am–5 pm	Registration Open
9 am–10 am	Educational Session 4
9 am–11:10 am	Block Book It Now Meeting
10:10 am–11:10 am	Educational Session 5
11 am–2 pm	Discover NACA
11:20 am–1:05 pm	Spotlight Showcase 4
1:05 pm–2:30 pm	Lunch on your Own/Delegate Meeting
2:30 pm–4:35 pm	Spotlight Showcase 5
2:45 pm–4:15 pm	Professional Educational Session 2
4:35 pm–5:35 pm	Campus Activities Marketplace 5
6 pm–7:30 pm	Closing Banquet and Awards Ceremony
7:45 pm–9:50 pm	Spotlight Showcase 6
9:50 pm–11:15 pm	Final Campus Activities Marketplace 6
11:15 pm–12:15 am	Block Book It Now Meeting
11:15 pm–12:15 am	Campus Activities Marketplace Load-Out
11:15 pm–12:15 am	Special Events Showcase

Conference Logistics

Lancaster Host Resort & Conference Center

2300 Lincoln Highway East
Lancaster, PA 17602

Phone: 717-299-5500 • Fax: 717-295-5116

Single/Double—\$140 • Triple/Quad—\$160

(11% hotel occupancy tax will be added to above room rates)

Reservation Deadline: Sept. 22, 2009

Quality Inn Lancaster

2250 Lincoln Highway East
Lancaster, PA 17602

Phone: 717-393-5499 • Fax: 717-393-0892

Single/Double—\$140 • Triple/Quad—\$160

(11% hotel occupancy tax will be added to above room rates)

Reservation Deadline: Sept. 22, 2009

Register online via www.naca.org/Events/RegionalConferences/MidAtlantic/Pages/mathotel.aspx

Lancaster Airport (LNS) is located 15 miles from the Lancaster Host Resort & Conference Center. The Lancaster Host provides an airport shuttle to/from the property, but you must contact the hotel at least 24 hours in advance to arrange your pick-up/return.

Parking: We encourage our delegations to park their vehicles near their room in the hotel. Once you check in, you can move your vehicle to that location. Parking at the Lancaster Host Resort is free for registered hotel guests.

Registration: Conference check-in at the Lancaster Host Resort is from 11 am–7 pm on Thursday, Oct. 23.

Upon your arrival, follow the steps below:

1. Appoint one person to proceed to the registration booth as a representative of your delegation. Please do not have your entire group come to the registration booth.
2. If you need to pay/register on-site, there will be a separate booth for that purpose.
3. If you are pre-registered, proceed to the appropriate booth to pick up registration materials for your entire delegation (booths are arranged alphabetically).
4. If there are corrections or changes needed on a delegate's name badge, there will also be a booth for name badge updates.

Hotel Check-In: The head of the delegation must check into the hotel for his/her entire delegation at the hotel lobby desk. You must be prepared to pay the balance of your bill at the time you check into the hotel. This may be paid by check, cash, or credit card. Be advised that room keys may not be available until 4 pm.

How to Get to Lancaster:

From New York City: Take New Jersey Turnpike south to Pennsylvania Turnpike. Take Pennsylvania Turnpike west to Interchange 21. Travel south on U.S. Route 222 to U.S. Route 30E. Travel on U.S. 30E approximately 5 miles to the Lancaster Host Resort, which will be on your right.

From Points West: Travel east on Pennsylvania Turnpike to Interchange 19. Travel south on Interstate 283 for 30 miles. I-283 merges into U.S. 30. Travel east on U.S. Route 30 approximately 6 miles. The Lancaster Host Resort will be on your right.

From Baltimore/Washington, D.C.: Take Baltimore Beltway (I-695) to Interstate 83. Travel north on I-83 to York, PA. Take exit 9 (Arsenal Road/U.S. Route 30 East). Travel 23 miles to the Lancaster Host Resort, which will be on your right.

By Air: Harrisburg International Airport is just 35 minutes from the Lancaster Host Resort by limosine or car. **Lancaster Airport (LNS)** is 8 miles from the hotels and offers daily flights. Taxi fare averages \$15 one way.

By Rail: Amtrack to Lancaster Station. Taxi and rental car service is available at the station.



Getting the Most Out of Your Conference!

Plan for your delegation and get the most out of NACA events! Consider implementing some of these quick tips.

Before the Conference:

- Choose students that represent your school well and display enthusiasm.
- Use the conference as a training opportunity for future leaders rather than a reward for long-time leaders. Invite students who will be at your institution for at least one more full academic year.
- Review the NACA mission, conference schedule and educational sessions with the delegation.
- Utilize the College Student Leader Competency Guide to determine potential learning outcomes for each student attending.
- Set goals for the conference both as a group and individually.
- Organize ice breakers and activities for them to get acquainted.
- Go over opportunities at the conference to volunteer.
- Compile a calendar of events, identify programming needs and determine what funds are available.
- Establish on-site delegation meeting times and locations.

At the Conference:

- The full delegation should attend the Conference Orientation and Opening Dinner.
- Discuss and assign educational sessions. Disperse members of the delegation to cover as many sessions as possible. Don't have two or more members of your delegation in the same session. Balance the interests of the institution, student organization and the individual when determining which sessions each delegate should attend.
- Encourage members to take copious notes and collect many resources to share with the other members of the organization.
- Have a group debriefing after attending a block of sessions or the conference as a whole so everyone receives the benefit of as many sessions as possible. This group could also include student and staff members at your institution who could not attend.
- Each delegate should attend all of the showcases.
- Stop by each booth in the Campus Activities Marketplace to meet artists, performers and agents and exchange information with them.
- Hold delegation meetings while at the conference to discuss educational sessions attended and acts that might be of interest to your school. Some schools hold these meetings over a meal; some find it valuable to retreat to a room.

After the Conference:

- Follow up with each attendee to determine if they achieved their learning outcomes.
- Review the materials on showcasing acts and other acts/companies in which the delegation is interested.
- Everyone should get together and review how the conference went for the delegation and follow up with the business contacts made.
- Discuss all of the educational sessions attended and share handouts with others so everyone receives the benefits of as many sessions as possible. Include students and staff at your institution who could not attend.

The Insider's List of What to Bring

- Expectations, goals and objectives for your organization's programming efforts
- Your organization's (and school's) calendar
- Budget
- Business cards with organization information
- Information about school's programming facilities
- Pens (you're bound to lose one!)
- Brochures and other programming resources for the Resource Center
- Items for Spirit Auction, Festival of Ideas and Graphics Competition
- Comfortable clothes and shoes
- Light sweater or jacket for cool conference rooms
- A semi-formal outfit for the closing banquet. (Semi-formal attire is not required, but is encouraged for this event.)
- Spending money
- Snacks and bottled water
- Positive attitude!

NACA Vocabulary

3/5 or 5/7, etc.

These numbers translate to three performances in five days, or five performances in seven days...used in Block Booking.

Associate Member

Agents and artists who are members of the National Association for Campus Activities are known as associate members.

Block

A block is formed when three or more schools submit CB (Commitment if Block forms) or CR (Contract Requested on site) Forms for an act in a consecutive period of time.

Campus Activities Marketplace (CAMP)

This is the area where associate members' booths are located. It is a place to meet with agents and explore entertainment options.

Block Booker

A Block Booker is a person who is selected by their school to represent them at the regional conference. Block Bookers have a Block Booker stamp on their name badge. This person must be able to attend all Block Booking meetings and is the only person from the delegation who is authorized to sign Block Booking Forms.

Delegates

Delegates are the students and staff from member schools who attend the regional conference.

Educational Sessions

These sessions are designed to help delegates develop skills, techniques, knowledge and ideas to assist in their development as effective leaders and successful professionals. These educational sessions are presented by staff, associate members and students who are experienced in campus activities and student affairs.

Exhibitors

NACA associate members who have paid a fee to set-up a booth in the CAMP are exhibitors. They have attractions and/or services to sell and will use their assigned booth space(s) to display and promote their offerings.

NACA

The National Association for Campus Activities.

Non-Showcasing Acts

These artists and attractions are not appearing in talent showcases during the regional conference, but are represented by agencies in booths in the CAMP. There are hundreds of non-showcasing acts available to schools for their programming needs.

Showcase

A showcase is a 15-minute performance slot during which an attraction performs before college talent buyers.

Block Book It Now 2.0

With BBIN 2.0, you're always just four steps away from Block Booking.

1. Search for artist/performers before you attend your regional conference. Having this information ahead of time will help you form a block of dates around a particular artist.
2. While at the NACA conference, submit Interest Forms to let associate members know what type of talent you're interested in.
3. Review your BBIN 2.0 information online after the conference to see what artists/programs will be in your school's area.
4. Contact associate members you want to block book with using the Conference Program, Membership Directory, or the Buyers' Guide.

NACA Mid Atlantic Orientation

We're kicking off the conference with a session full of networking opportunities and valuable information to orient you to this year's conference. By attending this session, you will be able to meet the NACA leadership and begin to network with programmers and professional staff from schools in your area. You will be seeing these "neighbors" throughout the conference and at Block Booking meetings, so this is a great opportunity to get acquainted at the beginning of the conference. NACA Mid Atlantic Orientation Mania begins at 2 pm on Thursday, Oct. 15. We will be offering this to latecomers at 4:30 pm Thursday as well. Arrange your travel plans so you will arrive in time to take care of hotel and delegate registration prior to attending this session.

Campus Activities Marketplace

The Campus Activities Marketplace provides you with the opportunity to put a face with the voice of the associates you speak with on the phone. With nearly 190 booths representing more than 140 firms from across the country, the NACA Mid Atlantic Marketplace is one of the largest of all regional Campus Activities Marketplaces. There is certainly something for every program idea! Throughout the conference, there are six Marketplaces scheduled. This will allow your delegation ample time to visit and meet with all of those associate members exhibiting. Regardless of the size of your delegation, there is plenty of time to visit all of those exhibiting. Remember that only a fraction of those associates in the Marketplace have the opportunity to showcase. There is a lot of GREAT entertainment in the Marketplace!! There are several tools available to help you keep track of all the information you collect. Bring a bag to the Marketplace to carry the various items given to you. Be sure to arrange and discuss what you saw in your delegation meetings. Promotional packets, compact discs and videos are very expensive to produce. It would be a waste of your luggage space and the agency's money to take home several of the same items from the same agency if only one is really needed. Likewise, many exhibitors will have free items to give away such as pens, buttons, candy, etc. Do not take these items or other promotional information unless you are willing to spend some time learning about what the exhibitor has to offer.

Associate Members

Associate members are companies and individuals who offer a variety of activities-related services from comedy and music to films, travel and lectures. Associates pay substantial fees to belong to NACA, and to exhibit and showcase at conferences. Their presence at the conference represents a significant investment of time and money so that they may have the opportunity to do business with the more than 200 NACA schools located in the NACA Mid Atlantic Region. Many non-showcasing artists are represented in the Campus Activities Marketplace. Please visit ALL exhibitors.

Sampler Showcases

The NACA Mid Atlantic Region is proud to continue to offer Sampler Showcases. Here's how they work: selected artists who have been chosen to perform for Sampler Showcases will be grouped with other performers. There will be limited technical support provided. Performers will take turns and have five minutes each to perform. This showcase is open to all types of performers as long as they understand and are willing to deal with the artistic, technical and physical limitations of the space. These samplers are intended to be fun and low tech. Artists will be listed in the program with their booth numbers and contract information.

Showcases

A favorite part of the conference every year, Showcases provide entertainment but, more importantly, a glimpse of some of the hottest talent available to the NACA Mid Atlantic Region. Have your delegation review all of the acts showcasing to determine which acts might meet their programming needs and budget limitations. Encourage all delegates to attend every showcase in its entirety because you never know what new talents may be discovered! On page 10, you will find a tentative list of the acts that will be showcasing at the conference this fall. Please keep in mind that this list is subject to change.

On-Site Selected Showcase

While attending the NACA Mid Atlantic Regional Conference, school delegates will choose one attraction to perform during the last Spotlight Showcase on Saturday, Oct. 17, at 8:15 pm. The list of On-Site Selected Showcase applicants will be posted in the Campus Activities Marketplace and will be selected by a vote of all school delegates, with each delegate having one vote. Make sure to participate in this exciting part of the conference!

Educational Sessions

This year's educational sessions will inform, challenge, develop and energize student leaders, professionals and associates. The diverse offerings of sessions have been recruited in a variety of educational tracks:

- Leadership & Organizational Development
- Multicultural Education
- Programming Basics
- Campus Issues
- Technology
- Learning & Community Service
- Community Colleges & Two Year Schools
- NACA & You
- Associate Members

The sessions will vary from roundtables and active learning workshops to lecture and multi-media formats. It is a good idea to review specific educational session topics with your delegation and make some preliminary assignments as to which delegate will attend which sessions. The more your

delegation spreads out, the more information that can be gathered and then later shared with the group. Have delegates collect two copies of all session handouts when available, one for them and one to submit to the advisor. This extra copy can be kept in the files back at school or duplicated and distributed to delegates

Certificate of Completion

Make sure your delegates know about the Certificate of Completion they can earn by attending an educational session in each of the five time blocks scheduled during the conference. At the end of each session, delegates will receive a sticker to be affixed to the card they receive in their conference packet. Upon filling all five spaces on the card, they can turn the card in and receive a Certificate of Completion for their efforts. Each completed card is also entered in a drawing for a free event registration. Many schools require their delegates to earn this certificate in exchange for having all their expenses paid. It is a great goal for any delegate to want to earn this certificate.

Etiquette Video Competition

Share your thoughts about NACA etiquette in our video competition. The top 6 videos will be shown prior to the Spotlight Showcases throughout the course of the conference. The winning delegation will also receive a prize including a pizza party and one free registration to NACA's Mid Atlantic Festival. See page 15 for more detailed information.

Thinking of Becoming a Student Affairs Professional?

- Are you interested in a CAREER in Student Activities and/or Student Affairs?
- Have you checked out the GRADUATE PROGRAMS available in the field?
- Want to meet potential GRADUATE ASSISTANTS for 2009–10?

If you answered “YES” or even “MAYBE” to any of these questions, then we have something NEW and EXCITING for you! At this year's conference in Winston-Salem, NC, NACA South is sponsoring a **Graduate Program Fair** on Friday, Oct. 2, from 11 am until 2 pm, highlighting student affairs graduate programs from across the country and giving institutions and Associate firms the opportunity to post available jobs and internships to which qualified applicants can apply. This will also be a chance for graduate program supervisors to meet potential graduate assistants for next year's class and tell them about their respective programs. Don't miss this incredible opportunity to explore the Student Activities/Affairs field or to advance your own career! For more information on the Graduate Program Fair, contact John Ogle at johno@naca.org. If your institution is interested in promoting its graduate program in student affairs/higher education administration, please contact John Ogle at johno@naca.org by Aug. 31.

Get Recognized for Your Hard Work!

Graphic Arts Competition

Student and staff at NACA Mid Atlantic member schools and NACA associate members who design promotional and publicity posters, flyers, announcements and other creative materials for activities or programs can share their talents by participating in the annual NACA Mid Atlantic Regional Graphic Arts Competition. The competition is designed to recognize the talents of NACA members and to share outstanding promotional material prepared for a variety of campus programs. Winning entries will be unveiled at the regional conference. To enter this year's Graphic Arts Competition, complete and return the entry form on page 17 by Sept. 26.

Regional Awards

The NACA Mid Atlantic Region annually recognizes members (both individuals and institutions) who have demonstrated excellence and provided outstanding contributions to the profession of campus activities. Awards recognize New Professionals, Professionals, Associate Members, Student Leaders, and programs. Additional on-site awards recognize the Outstanding Conference School Delegation and CAMP participation/networking. Full details and applications are available on pages 18-19 or www.naca.org/Events/RegionalConferences/MidAtlantic/Pages/MidAtlanticAwardsSubmission.aspx. Nominations for all awards are due Sept 26. For more information, call Joseph Lizza, Regional Volunteer Development Coordinator at 609-626-3410 or email him at joseph.lizza@stockton.edu.

Professional Development Opportunities

This year, we are offering a number of opportunities for professional development. The Conference Committee has been working hard on providing a well-rounded program with a focus that is connected throughout the conference. We will be focusing on new ways we can impact our students, our campuses, and ourselves.

Mentor-Mentee Program

We are proud to continue this program that is now a full year long.

Please note: you do not have to attend the conference to participate in this program. Individuals will be paired up in early October.

Why become a Mentee?

- to learn about NACA news, events and volunteer opportunities
- to have contact with a seasoned professional who can serve as a sounding board for personal and professional decisions
- to begin a life-long professional relationship within the region Featured Speakers

The NACA Mid Atlantic Regional Conference is also proud to welcome several featured speakers to our conference. They will be presenting and participating in a variety of professional development opportunities.

The following speakers are scheduled to present at the Mid Atlantic Regional Conference:

- Jan Walbert
- Danielle DeSawal

Why become a Mentor?

- To assist in educating and developing future leaders with the NACA Mid Atlantic Region
- To serve as a resource for all those questions you wish you had answers to when you were new to the profession
- To begin a life-long professional relationship within the region

Sign up on the "Getting Involved" form on page 12.

Questions? Contact Crissy Fabiszak, Education & Professional Development Coordinator at 443- 352-4305 or sts-chri@mail.vjc.edu.

Educational Sessions for Professionals

This year there are many educational sessions just for professionals. Past sessions have addressed such topics as assessment, supervision, advisor-student relationships and developmental theory.

Professional Development Luncheon

The Professional Development Luncheon is a longstanding NACA Mid Atlantic tradition. We hope you will join us as we provide you with an opportunity to network with fellow professional staff members while enjoying a sit down lunch. You can expect to be educated and inspired by our keynote speaker. Sign up on the Conference Registration Form on page 20.

We hope that you use some of your time at the conference to relax and refocus, taking advantage of the opportunities you will have to grow as a professional and help others as they develop. It's a great way to re-energize!



Involvement Opportunities

Showcase Production Crew

A dedicated Showcase Production Crew is the key to ensuring that the showcases provide the best entertainment possible for the audience.

The Showcase Production Crew handles the following:

- load-in and out of showcase sound and lighting equipment
- set up and tear down
- spotlight activity
- smooth operation of stages

In order to volunteer with the crew you must be available from 1 pm on Wednesday, Oct. 14, until 3 am on Sunday, Oct. 18. NACA provides lodging and meals, but volunteers are responsible for their own transportation. No more than three volunteers will be selected from any one institution. If you are interested in becoming part of the production crew, please complete the form on page 12 by Sept. 14, 2009. Questions? Contact: Nick Pazdziorko at The Pennsylvania State University (814) 865-0633 or nxp160@sa.psu.edu.

Intersection of Ideas

Want to exchange ideas with other Programming Boards? Want to network with other programmers? The Intersection of Ideas provides a chance for student programmers to display ideas, events, and promotional items and network with students from other schools. Look through the displays to find techniques other schools use for successful programming. Learn about different resources that can strengthen the effectiveness of your programming efforts. Every school that registers has the option of a whole or half table and may request an easel. We encourage you to bring anything that you have used to promote your events or programming board. You are not obligated to bring items to give to other schools. An award will be given to the school that demonstrates the most school spirit in their showcase booth. Don't forget to wear your school colors, decorate your booths or paint your faces! The Intersection of Ideas takes place Oct. 16, at 11 pm. Sign up on page 12, register early as space is limited!

Volunteer On Site

Be a part of the excitement that is the 2009 NACA Mid Atlantic Regional Conference. Don't just attend the conference — experience it! There are many ways you can get right in the thick of things. Volunteering in various aspects of the conference will enrich your entire conference experience. Contact: Joe Lizza at (609) 626-3410 or Joseph.Lizza@stockton.edu or fill out the volunteer application form on page 12.

Volunteer Center: Located in the Lancaster Host Lobby, the Volunteer Center is the place where you can be a part of the conference team. Many opportunities exist for you to gain hands-on experience behind the scenes.

Marketplace Staff: Work behind the scenes in the Campus Activities Marketplace and get the inside scoop! As a member of this volunteer team, you will serve as general security and staff for the Marketplace throughout the conference.



Get Involved with the NACA Mid Atlantic Regional Conference!

Name _____

School/Agency _____

Address _____

City _____ State _____ Zip _____

Phone _____ Fax _____

E-mail _____

Estimated Arrival Date _____

General Volunteering (see page 11)

Yes! I want to volunteer at the NACA Mid Atlantic Regional Conference. Please check any areas in which you are interested:

- | | | |
|--|---|---|
| <input type="checkbox"/> Greeters/Registration | <input type="checkbox"/> Educational Sessions | <input type="checkbox"/> Information Booth |
| <input type="checkbox"/> Campus Activities Marketplace | | <input type="checkbox"/> Block Booking Center/T-Shirt Auction |
| <input type="checkbox"/> Block Booking | <input type="checkbox"/> Volunteer Center | <input type="checkbox"/> Special Events |
| <input type="checkbox"/> Conference Headquarters | | <input type="checkbox"/> I'll do whatever is needed! |

Intersection of Ideas (see page 11)

- Yes! My group will participate in the School Showcase/Swap and will bring items to display and/or share.

Mentor/Mentee Program (see page 10)

- Yes! I want to participate in the Mentor/Mentee Program. Please contact me.

Showcase Production Crew (see page 11)

- Yes! A member of our delegation is interested in working on this year's Stage Crew. Please contact me.

Graphics Competition (see pages 16-17)

- Yes! I will submit work for the Graphics Competition.
Entries due by mail Sept. 19, 2009; otherwise bring entries to conference
Fill out the enclosed Graphics Competition Entry Form on page 17.

Awards Nominations (see pages 18-19)

- Yes! I will submit Award(s) Nominations.
Apply for awards online at
www.naca.org/events/regionalconferences/MidAtlantic/pages/midatlanticawardssubmission.aspx

Please return this form to:

Joseph Lizza

Volunteer Development Coordinator
PO Box 195 • Pomona, NJ 08240-0195
609-626-3410 • joseph.lizza@stockton.edu

NACA POLICIES

NACA's Mission

NACA links the higher education and entertainment communities in a business and learning partnership, creating educational and business opportunities for our student and professional members.

NACA's Definition of Diversity

Diversity is an attribute and a goal. As an attribute, diversity is ethnic identification/race, gender, disability, sexual orientation, age, religion, economic status and the many other aspects of our lives which define the family of humanity. As a goal, diversity refers to the intentional valuing, respecting and inclusion of all peoples. NACA recognizes the diversity of all its members and supports the development and implementation of programs and services that achieve this goal.

Non-Discrimination, Diversity Advancement and Affirmative Action Principles

NACA is committed to advancing diversity development and the principles of equal opportunity and affirmative action through its respective programs, services and volunteer involvement. To ensure compliance with these principles, the organization:

- Will not discriminate on the basis of race, color, religion, gender, economic status, sexual orientation, national origin, age, ethnic background or disability in any of their policies, procedures or practices
- Will promote vigorous efforts to enhance, develop and increase a diverse volunteer pool in all areas of the Association
- Will actively promote diversity in their programs and services
- Will expect all volunteers and NACA Office staff to consistently display a sensitivity to diversity and the principles of affirmative action
- Will promote the importance of eliminating discriminatory and/or culturally insensitive language, behavior and content from NACA-sponsored activities and will urge all members and guests of the Association to cooperate in this effort. There is no intent to support censorship. The purpose is to induce thought and advance planning in an effort to ensure that showcase performances, Campus Activities Marketplace displays, educational sessions and other NACA-sponsored activities reflect appropriate diversity and sensitivity in their plans and actions.

Alcohol and Other Substance Abuse Policy

The National Association for Campus Activities and the NACA Foundation recognize the serious threats that alcohol and other substance abuse present to college populations, the entertainment industry, and to society as a whole. We realize that our Association is not immune to the problems associated with abuse. NACA is committed to addressing this issue through various activities, programs and educational efforts on regional and national levels. All NACA members and volunteers are encouraged to uphold the Association's statement in spirit and action; however, NACA has no responsibility for the conduct or behavior of event attendees.

Alcohol served outside of any official event (an official event is one endorsed or hosted by NACA) is not the responsibility of NACA, but is instead the responsibility of the individual/group/firm coordinating, hosting, promoting or holding the activity. All responsibility for determining whether participants at the activity are underage and for complying with applicable state and local laws rests solely with the individual/group/firm coordinating, hosting, promoting or holding the activity, and is not in any way the responsibility of NACA or any of its employees or representatives.

In the event that NACA becomes the subject of a claim or loss arising from violation of this policy by any person, group or business entity, or service of alcohol at any non-official event, that person, group or business entity agrees that it shall indemnify and hold harmless NACA from and against all resulting claims and losses, including NACA's costs and attorney's fees, that arise from or relate to violation of this policy and/or service of alcohol at said non-official event.

NACA Statement on Showcases

Attendance at showcase events is voluntary, and it is the responsibility of the attendee to determine whether a particular event poses a risk to the attendee. Some element of risk may be associated with some showcase events. Some events may include hypnosis, and some individuals may be more susceptible to hypnosis than others. The attendee accepts all responsibility for all consequences associated with attending showcase events, and NACA is held harmless against all claims arising from any result of attending a showcase event.

NACA Statement Regarding Legal Drinking Age

The legal drinking age is 21. The conference hotel and facilities will not tolerate alcoholic beverages carried in open containers by anyone on these properties. NACA will not allow alcohol to be carried into showcases or the Campus Activities Marketplace.

Special Needs Policy

Although the Association strives to make all events accessible to all participants, including individuals with a disability or special need where reasonably possible, not all special needs may be accommodated at all sites. If you desire special services because of a disability, handicap or special need, please indicate the special service(s) on an attached sheet of paper and return it to the address indicated in these registration materials as early as possible and at least six weeks in advance of the first day of the conference. If the Association is unable to provide the special service(s) you requested and you do not attend the event, the Association will refund your registration fee.

Special Dietary Needs

Please indicate the need for special meals on the registration form. Special meals may not be available at all sites.

Preliminary Showcase Lineup

Lecture Showcase

Behind the Swoosh: Sweatshops and Social Justice
C.L. Lindsay—Campus Computing & the Law:
From Free Speech to Facebook
Peter Bielagus
Shalini Kantayya: Filmmaking, Eco-Activism & Reality TV
Shawn and Gwenn—A Boy, A Girl, A Virus

Lecture Alternates (in order):

1. Matt Glowacki
2. Elaine Pasqua
3. Same Sex Marriage: A Civil Debate
4. Michel Chikwanine
5. American Drug War
6. Ryan Clauson

Emcee:

Blue Jupiter
Brian Brushwood
Jason LeVasseur
Lauren Ashley Bishop
Reggie Flenory, Jr.
Tom Cotter

Emcee Alternates (in order):

1. Lynne Koplitz
2. Alex House
3. Arvin Mitchell
4. Drew Fraser
5. Tim Young

Spotlight High:

Amy Anderson
ANT
Ben Kweller
Black Violin
Carlos Andres Gomez
Dan Cummins
Deon Cole
DK aka Wayne Watts
Edens Edge
Kyle Dunnigan
Lynn Trefzger
Malcolm-Jamal Warner
Mark Nizer
Orange Crush
Plastic Musik
Rudy Currence
Safety Suit
Saving Jane
The Adult Circus Variety Show
Todd Alsup

Spotlight High Alternates (in order):

1. Derek James and the Lovely Fools
2. Alvin Lau
3. The Clarks
4. A Pair of Nuts: The Comedy Duo
5. Chinua Hawk
6. Norman Ng- The Norman Magic Experience
7. Sabrina Jalees
8. Andrew Kennedy
9. Gabriela Garcia-Medina

Spotlight Low:

Aparna Nancharla
Brent Shuttleworth
David Smith
Donora
Jarrod Harris
Joanna Burns
Liz Miele
Matt Santry
Nelly's Echo
Patrick Garrity
Sheng Wang
Simply Kat
Testing for Echo
Todd "JT" Thomas

Spotlight Low Alternates (in order):

1. Shane Mauss
2. Corey Crowder
3. David Homyk
4. Drake Witham
5. Helen Hong
6. Reed Waddle

Roving Artist:

61Syx Technique
Big Smile Caricatures
Black African American History Museum

Sampler Showcase

Carrie Rudzinski
Esther Ku
Mark Saldana
Natalie Gelman
Romont Harris
Spencer Rush
Steven and Michael of Jealousy Curve
Tim Butler
UE

Sampler Showcase Alternates (in order):

1. Phil Hanley
2. Matt Baetz
3. Kyle Kinane
4. Flowmentalz

Special Events:

Chocolate Lollipop Photos
Hypnotic Intoxication featuring Keith Karkut
Glass Etching
Pop Culture Clash

Special Events Alternates:

Mission IMPROVable Comedy Team
Joshua Seth

NACA MID ATLANTIC ETIQUETTE VIDEO COMPETITION

Please send videos to the following YouTube site: www.youtube.com/NACAetiquette

Please use the following criteria

- Videos must be 2 to 3 minutes in length. Videos longer than that will not be considered.
- Videos should talk about etiquette in the following areas.
- Marketplace
- Showcases
- General Conference etiquette

The top 6 videos will be shown prior to the Spotlight Showcases throughout the course of the conference. The winning delegation will also receive a prize including a pizza party and one free registration to NACA's Mid Atlantic Festival.

Marketplace Etiquette

- Take 1 sample from a booth per school; the promotional materials are expensive.
- Do not grab and run, talk to associate members.
- Do not block the aisles.
- Do not monopolize an agent's time if you aren't doing business with them.
- Be courteous and respect other delegates, no ROAD RAGE in the aisles.
- Visit as many booths as possible.

Showcase Etiquette

- Turn off your cell phones.
- Do not talk while acts are on stage, be courteous to other delegations around.
- Be on time.
- Do not leave early; it is extremely disrespectful.
- Do not heckle performers.

General Conference Etiquette

- Be Respectful
- Be on time

www.youtube.com/nacaetiquette

Graphics Competition

The 2009 NACA Mid Atlantic Graphic Arts Competition is designed to recognize the talents of NACA members and to share outstanding promotional material prepared for a variety of campus programs. Winning entries will be unveiled at the NACA Mid Atlantic Regional Conference in Lancaster, PA, Oct. 15–18, 2009. Students, staff and faculty members at NACA member schools in the Mid Atlantic region and NACA associate members who design promotional posters, flyers, announcements and other creative materials for their events may participate.

1. Up to 8 winners (one winner in each category) will be selected by a diverse panel of judges. Entries will be judged on the basis of design, creativity, clarity of content and eye-catching appeal, how well the piece meets the needs and level of user friendliness. Each entry will be evaluated on a scale from 1 to 7 (1=poor, 7=outstanding).
2. Any publicity materials printed between August 15, 2008, and May 31, 2009, will be considered. You need not attend the 2009 NACA Mid Atlantic Regional Conference to enter the competition.
3. Entries should be submitted in one of the following eight categories (entry form below):
 - **School Member Publicity – Student Designed, One-Color Poster/Flyer**
Includes student-designed materials to produce a one-color poster. A one-color poster is a poster that uses only one ink color; the paper does not count as a color.
 - **School Member Publicity – Student Designed, Multicolor Poster/Flyer**
Includes student-designed materials to produce a multicolor poster.
 - **School Member Publicity – Student Designed, Non-Poster/Flyer Publicity**
Includes student-designed materials to produce non-poster publicity (i.e., brochures, mailers, table tents, etc.)
 - **School Member Publicity – Student Designed, Theme Publicity**
Includes student-designed materials to produce theme publicity. Theme publicity is a series of posters, mailers, T-shirts, that collectively publicize programming. A minimum of three related items must be submitted to qualify for this category.
 - **School Member Publicity – Staff or Faculty Designed, One-Color Poster/Flyer**
Any one-color poster produced by a staff or faculty member at a NACA member school. A one-color poster is a poster that uses only one ink color; the color of the paper does not count as a color.
 - **School Member Publicity – Staff or Faculty Designed, Multicolor Poster/Flyer**
Any multicolor poster produced by a staff or faculty member at a NACA member school.
 - **School Member Publicity – Staff or Faculty Designed, Non-Poster/Flyer Publicity**
Any non-poster publicity produced by a staff or faculty member at a NACA member school (i.e., brochures, mailers, table tents, etc.)
 - **School Member Publicity – Staff or Faculty Designed, Theme Publicity**
Any theme publicity produced by a staff or faculty member at a NACA member school. Theme publicity is a series of posters, mailers, T-shirts, etc. that collectively publicize programming. A minimum of three related items must be submitted to qualify for this category.
4. Institutions are limited to two entries per category.

2009 NACA Mid Atlantic Graphics Competition Entry Form

Name/Designer_____

School/Agency_____

School/Agency Address_____

City_____ State_____ Zip_____

Email (*school/agency only; no personal*)_____

Onsite Phone Contact_____

Make sure you label EACH entry with your contact information.

Division: (Check One)

Student Designed Staff or Faculty Designed

Category: (Check One)

One-color Poster Multicolor Poster
 Theme Publicity Non-poster Publicity

Entry was designed by (name): _____

Title of the event the promotional material was created for: _____

PLEASE SUBMIT ONE FORM FOR EACH ENTRY & ATTACH COMPLETED FORM TO BACK OF POSTER BOARD

Kyle MacMahon

Department of Student Life
Fashion Institute of Technology
Seventh Avenue at West 27th Street, Suite A713
New York City, NY 10001-5992
732-685-5793
tkylemacmahon@gmail.com

Deadlines:

Submissions sent by mail must be received by the Graphic Arts Coordinator (above) by Sept. 15, 2009.

All entries must be submitted on **non-textured, black mounting board**. If you are mailing your entry, it should be sent flat.

Materials mailed otherwise may be damaged and thus will affect judging. All Entries may be reclaimed at the conference.

All submissions that go unclaimed by 6:30 pm Saturday, Oct. 17, will be recycled. NACA is not responsible for any lost or damaged entries.

2009 Mid Atlantic Individual Awards

Nominations for the individual awards must be submitted by Sept. 15, 2009.

All nominations are to include a nomination letter addressing the criteria and at least one letter of support. All nominations should be in a digital format, submitted online at www.naca.org. Only digital submissions will be allowed. Other supporting materials may also be included with the nomination, provided they are in digital/scanned form. If you would like to submit in any other format, please contact the Mid-Atlantic Volunteer Development Coordinator. Supporting documentation should be limited to 8 pages.

Outstanding Undergraduate Student Leader Award

The NACA Mid Atlantic Region encourages active involvement in the region by undergraduate students. We realize that undergraduate student leaders are the heartbeat of campus activities and this award honors up to three undergraduate students who have demonstrated leadership, citizenship and cooperation as well as demonstrating an impact in student activities on their campuses.

Criteria:

- Must be a currently enrolled undergraduate student at a NACA member institution
- Citizenship and networking with other schools through NACA
- Demonstration of impact on individual's campus
- Meaningful contributions to student activities on individual's campus
- Success in programming efforts

Outstanding Graduate Assistant Award

The Outstanding Graduate Assistant Award will honor a graduate student who demonstrates commitment to both his/her current position and graduate education. The award will recognize a graduate student currently advising in the field of campus activities at a NACA member institution.

Criteria:

- Must be a currently enrolled graduate student at a NACA member institution
- Demonstration of desire to pursue a career in student affairs
- Meaningful contributions to the field of student affairs on individual's campus
- Meaningful contributions to the development of students and student organizations

Outstanding New Professional Award

One of the goals of the Regional Leadership Team is to welcome new members into the NACA Mid Atlantic Region and to encourage their involvement by recognizing their contributions. The NACA Mid Atlantic Outstanding New Professional Award demonstrates the Leadership Team's continuing commitment to maintaining the growth and vitality of the Region. It is to be given when deemed appropriate, to a full-time professional staff member who has worked in the campus activities field for 5 years or less.

Criteria:

- Involvement in and contributions to NACA
- Involvement in and contribution to the field of campus activities
- Potential in the field of campus activities
- Is viewed by colleagues as an educator
- Displays genuine support and regard for students
- Nominees must be currently employed as a full-time (at least 9 months/year) professional staff member at a college or university.

Outstanding Professional Award

The Outstanding Professional Award will be presented to a professional staff member from an NACA member institution.

This award recipient will be an individual who:

- Has been employed as a professional staff member in the field of student affairs for longer than five years
- Has demonstrated commitment to the profession through work both at his/her institution and through professional organizations
- Is viewed by colleagues as an educator
- Displays genuine support and regard for students
- Involvement in and contributions to the regional NACA
- Involvement in and contribution to the field of campus activities
- Nominees must be currently employed as a full-time (at least 9 months/year) professional staff member at a college or university

Outstanding Associate Member Award

The NACA Mid Atlantic region recognizes the commitment of its associate members and the role that associate members play in the development of student leaders. The Outstanding Associate Member Award is a way to recognize the leadership and dedication of an associate member agency or individual.

Criteria:

- Must be a current associate member
- Demonstration of exemplary leadership and participation in NACA Mid Atlantic
- Commitment to programming and student development
- Customer Service
- Ease of accessibility
- Quality of Entertainment
- Overall commitment to college student activities

2009 Mid Atlantic Program Recognition Awards

Nominations for the program recognition awards must be submitted by Sept. 15, 2009.

Mid Atlantic Outstanding Program Awards

The Outstanding Program Awards will be presented to a college/university program that demonstrates creativity, innovation, and appeal to a diverse body of students. Awards will be presented to programs in each of the five following categories. If a category has no nominations, the committee reserves the right not to give an award in that category.

- **Outstanding Leadership Program**
- **Outstanding Social Program**
- **Outstanding Multicultural Program**
- **Outstanding Educational Program**
- **Outstanding Civic & Service-Learning Program**

Consideration for recognition is based on the following criteria:

- Effective use of available resources (financial, human and logistical) including co-sponsorship
- Effectiveness of programs with relation to their stated goals
- Effective evaluation of the program
- The program must have been administered and managed by the college/university activities board or campus programming office where students are significantly, if not completely, involved in the decision making, planning and presentation of the programs.
- Evidence of an effort to encourage, promote and market the programs to the student population of the campus (i.e. posters, newspaper ads)

Apply for these awards online at forms.naca.org/NACA/midatlanticawards.htm

2009 Mid-Atlantic Special Recognition Awards

Selection of special recognition awards will be completed on site at the 2009 Mid-Atlantic Regional Conference and no formal application is necessary.

Campus Activities Marketplace Award (C.A.M.P. Award)

This award is nominated and voted upon by the associates in attendance at the conference. The Campus Activities Marketplace Award is given to a school that does exceptional networking during the Marketplace. It is not necessarily for the school that books the most talent at the conference or at their member institution.

The award takes into account the interaction students have with associate members, and whether associates believe the students come away with an understanding of what the agencies are or have to offer.

This award will be based on:

- Asking questions of the agency (what do you offer?)
- Calendar readiness, budget awareness
- Understanding of the Block Booking Process
- Making an effort to work with associates
- Delegation visits to booth including Block Booking Rep
- Understanding of the benefits of the Campus Activities Marketplace
- Learning how to do business & building business savvy

Outstanding Delegation Award

Two awards will be given at the conference:

1. **Delegation of less than six student/staff delegates**
2. **Delegation of six or more student/staff delegates**

These awards will be based upon participation in:

- Graphic Arts Competition
- School Showcase & Swap
- Block Booking
- Volunteerism
- Educational Sessions Attended & Presented

Delegations must participate in all aspects listed above to be considered for this award.



NACA Mid Atlantic Regional Conference

Oct. 15–18, 2009 • Lancaster, PA

School & Affiliate Delegate Early Registration Form

Fax 803-749-1047 • Phone 803-732-6222 • www.naca.org

FOR NACA OFFICE USE ONLY	
BT-ID	_____
Date	_____ Amt _____
Ck/CC/Track #	_____
iMIS	_____ Op _____
Batch	_____

**THIS FORM WILL NOT BE ACCEPTED AFTER SEPT. 24th.
YOU MAY REGISTER ONLINE UNTIL OCT. 9th.
AFTER SEPT. 24th, RATES INCREASE AND YOU MUST REGISTER ONLINE OR ON SITE.**

Attendee information submitted on this application will be provided to conference exhibitors.

My school is a: Member Non-Member

Note: Non-member schools may register as delegates at a regional conference once every three years, paying non-member rates as listed.

School/Affiliate Member: _____

Mailing Address: _____

City: _____ State/Province: _____ Zip/Postal Code: _____

Contact Person: _____

Telephone: _____ Fax: _____

E-mail Address: _____

REGISTRATION FEES & DEADLINES

Full Registration—EARLY (received by Sept. 24, 2009) Members\$185 Non-Members\$231

Full Registration—REGULAR (received after Sept. 24, 2009) Members\$213 Non-Members\$266

Regular registrations must be done online or on site unless approved in advance by the NACA Office. Please contact memberrelations@naca.org with requests or concerns.

DAY PASS (Limit 1) Members\$90 Non-Members\$127

Day Passes purchased by the early deadline will include any provided meals. Day Passes purchased after the early deadline will not include meals.

DELEGATE INFORMATION	TYPE OF REGISTRATION <i>(check one only)</i>	FEE <i>(see above)</i>	PROF. DEV. LUNCH	TOTAL PER DELEGATE
1. _____ Title: _____ E-mail: _____ I am <i>(check all that apply)</i> : <input type="checkbox"/> Staff <input type="checkbox"/> Undergraduate <input type="checkbox"/> Grad Student <input type="checkbox"/> The On-Site Block Booker <input type="checkbox"/> NACA First-Timer SPECIAL MEAL REQUEST: <input type="checkbox"/> Vegetarian <input type="checkbox"/> Vegan <i>Note: If you do not eat certain types of meat, select the vegetarian option.</i> Food Allergies: _____	<input type="checkbox"/> Full Registration <input type="checkbox"/> Day Pass <i>(limit one)</i> <input type="checkbox"/> THURSDAY <input type="checkbox"/> FRIDAY <input type="checkbox"/> SATURDAY	\$ _____	<input type="checkbox"/> \$25	\$ _____
2. _____ Title: _____ E-mail: _____ I am <i>(check all that apply)</i> : <input type="checkbox"/> Staff <input type="checkbox"/> Undergraduate <input type="checkbox"/> Grad Student <input type="checkbox"/> The On-Site Block Booker <input type="checkbox"/> NACA First-Timer SPECIAL MEAL REQUEST: <input type="checkbox"/> Vegetarian <input type="checkbox"/> Vegan <i>Note: If you do not eat certain types of meat, select the vegetarian option.</i> Food Allergies: _____	<input type="checkbox"/> Full Registration <input type="checkbox"/> Day Pass <i>(limit one)</i> <input type="checkbox"/> THURSDAY <input type="checkbox"/> FRIDAY <input type="checkbox"/> SATURDAY	\$ _____	<input type="checkbox"/> \$25	\$ _____
3. _____ Title: _____ E-mail: _____ I am <i>(check all that apply)</i> : <input type="checkbox"/> Staff <input type="checkbox"/> Undergraduate <input type="checkbox"/> Grad Student <input type="checkbox"/> The On-Site Block Booker <input type="checkbox"/> NACA First-Timer SPECIAL MEAL REQUEST: <input type="checkbox"/> Vegetarian <input type="checkbox"/> Vegan <i>Note: If you do not eat certain types of meat, select the vegetarian option.</i> Food Allergies: _____	<input type="checkbox"/> Full Registration <input type="checkbox"/> Day Pass <i>(limit one)</i> <input type="checkbox"/> THURSDAY <input type="checkbox"/> FRIDAY <input type="checkbox"/> SATURDAY	\$ _____	<input type="checkbox"/> \$25	\$ _____

School/Affiliate Member: _____

DELEGATE INFORMATION	TYPE OF REGISTRATION <i>(check one only)</i>	FEE <i>(see page 1)</i>	PROF. DEV. LUNCH	TOTAL PER DELEGATE
<p>4. _____</p> <p>Title: _____</p> <p>E-mail: _____</p> <p>I am <i>(check all that apply)</i>: <input type="checkbox"/> Staff <input type="checkbox"/> Undergraduate <input type="checkbox"/> Grad Student <input type="checkbox"/> The On-Site Block Booker <input type="checkbox"/> NACA First-Timer</p> <p>SPECIAL MEAL REQUEST: <input type="checkbox"/> Vegetarian <input type="checkbox"/> Vegan <i>Note: If you do not eat certain types of meat, select the vegetarian option.</i></p> <p>Food Allergies: _____</p>	<input type="checkbox"/> Full Registration <input type="checkbox"/> Day Pass <i>(limit one)</i> <input type="checkbox"/> THURSDAY <input type="checkbox"/> FRIDAY <input type="checkbox"/> SATURDAY	\$ _____	<input type="checkbox"/> \$25	\$ _____
<p>5. _____</p> <p>Title: _____</p> <p>E-mail: _____</p> <p>I am <i>(check all that apply)</i>: <input type="checkbox"/> Staff <input type="checkbox"/> Undergraduate <input type="checkbox"/> Grad Student <input type="checkbox"/> The On-Site Block Booker <input type="checkbox"/> NACA First-Timer</p> <p>SPECIAL MEAL REQUEST: <input type="checkbox"/> Vegetarian <input type="checkbox"/> Vegan <i>Note: If you do not eat certain types of meat, select the vegetarian option.</i></p> <p>Food Allergies: _____</p>	<input type="checkbox"/> Full Registration <input type="checkbox"/> Day Pass <i>(limit one)</i> <input type="checkbox"/> THURSDAY <input type="checkbox"/> FRIDAY <input type="checkbox"/> SATURDAY	\$ _____	<input type="checkbox"/> \$25	\$ _____
<p>6. _____</p> <p>Title: _____</p> <p>E-mail: _____</p> <p>I am <i>(check all that apply)</i>: <input type="checkbox"/> Staff <input type="checkbox"/> Undergraduate <input type="checkbox"/> Grad Student <input type="checkbox"/> The On-Site Block Booker <input type="checkbox"/> NACA First-Timer</p> <p>SPECIAL MEAL REQUEST: <input type="checkbox"/> Vegetarian <input type="checkbox"/> Vegan <i>Note: If you do not eat certain types of meat, select the vegetarian option.</i></p> <p>Food Allergies: _____</p>	<input type="checkbox"/> Full Registration <input type="checkbox"/> Day Pass <i>(limit one)</i> <input type="checkbox"/> THURSDAY <input type="checkbox"/> FRIDAY <input type="checkbox"/> SATURDAY	\$ _____	<input type="checkbox"/> \$25	\$ _____
<p>7. _____</p> <p>Title: _____</p> <p>E-mail: _____</p> <p>I am <i>(check all that apply)</i>: <input type="checkbox"/> Staff <input type="checkbox"/> Undergraduate <input type="checkbox"/> Grad Student <input type="checkbox"/> The On-Site Block Booker <input type="checkbox"/> NACA First-Timer</p> <p>SPECIAL MEAL REQUEST: <input type="checkbox"/> Vegetarian <input type="checkbox"/> Vegan <i>Note: If you do not eat certain types of meat, select the vegetarian option.</i></p> <p>Food Allergies: _____</p>	<input type="checkbox"/> Full Registration <input type="checkbox"/> Day Pass <i>(limit one)</i> <input type="checkbox"/> THURSDAY <input type="checkbox"/> FRIDAY <input type="checkbox"/> SATURDAY	\$ _____	<input type="checkbox"/> \$25	\$ _____
PAYMENT INFORMATION		Support the NACA Foundation through your purchase of the book <i>Inspiration for Student Programmers</i> \$13.45 each x _____ = _____ Save 10% on the retail rate of \$14.95!		(include total of all pages) TOTAL AMOUNT DUE \$ _____
<input type="checkbox"/> Payment Enclosed <input type="checkbox"/> Original Institutional Purchase Order Attached If your school requires Electronic Fund Transfers (EFT), please contact the NACA accounting department at 803-732-6222. <input type="checkbox"/> VISA <input type="checkbox"/> MasterCard <input type="checkbox"/> American Express Card # _____ Exp. _____ Security Code _____ Name on Card _____ Signature _____ Billing Address <i>(if different from above)</i> _____				

Note: Registration forms will not be processed without payment. Regular registrations must be done online or on site unless approved by the NACA Office. Please e-mail memberrelations@naca.org with requests or concerns. Attendee information submitted on this application will be provided to conference exhibitors.

Delegate fees and conference payment forms, along with this application, must be sent to the NACA Office, 13 Harbison Way, Columbia, SC 29212. All materials and fees must be received by the appropriate delegate fee deadline. A 50% refund of registration fees will be given to any school member when a written request for a refund is received by the NACA Office at least 14 days prior to the first day of the conference. A 100% refund for professional development luncheon fees or other meals for which a separate registration fee is paid will be given to any school member when a written request for a refund is received by the NACA Office at least 14 days prior to the first day of the conference.

Refund policies for showcase fees, Campus Activities Marketplace fees and registration fees are outlined in the respective areas of these policies. Any request for refunds that include special circumstances making it impossible to adhere to the guidelines outlined in the individual refund policies should be forwarded in writing to the NACA Office within 30 days of the event for which the refund is being requested. Any request received after this timeline will not be approved. Any special circumstance refund request must include supporting material documenting the circumstances necessitating the request [e.g., a note from a physician for illness, information from local media regarding weather-related problems, etc.].

Signature: _____ Date: _____
(Applications will not be accepted without staff advisor signature.)

By signing this form, you and your delegation agree to abide by all NACA policies.

ADDITIONAL DELEGATES *(make copies as needed)*

School/Affiliate Member: _____

DELEGATE INFORMATION	TYPE OF REGISTRATION <small>(check one only)</small>	FEE <small>(see page 1)</small>	PROF. DEV. LUNCH	TOTAL PER DELEGATE
_____ Title: _____ E-mail: _____ I am <i>(check all that apply)</i> : <input type="checkbox"/> Staff <input type="checkbox"/> Undergraduate <input type="checkbox"/> Grad Student <input type="checkbox"/> The On-Site Block Booker <input type="checkbox"/> NACA First-Timer SPECIAL MEAL REQUEST: <input type="checkbox"/> Vegetarian <input type="checkbox"/> Vegan <i>Note: If you do not eat certain types of meat, select the vegetarian option.</i> Food Allergies: _____	<input type="checkbox"/> Full Registration <input type="checkbox"/> Day Pass <i>(limit one)</i> <input type="checkbox"/> THURSDAY <input type="checkbox"/> FRIDAY <input type="checkbox"/> SATURDAY	\$ _____	<input type="checkbox"/> \$25	\$ _____
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