**Pre-Departure Meeting**

**Dates of trip:** [Dates of Conference]

**Destination:** [Location of Conference]

[Length of trip, travel arrangements…i.e. public transportation codes, flight numbers]

[Additional information regarding travel time, i.e. time zone change]

**Tentative departure time:** [enter time here]

**Tentative return time:** [enter time here]

**Lodging and accommodation:**

[enter in your lodging location for the conference weekend]

**Conference site:**

[enter conference facility address]

**Weather Information:** – pack and dress accordingly 😊

[enter in any information relating to the forecast for your destination city, insert 5-day forecast]

**Meals:** list of meals included in conference schedule

[include plans for on-your-own meals – is the student responsible for paying or is the institution covering expenses; reservations for non-conference meals; meals during travel; whether you’re purchasing snacks for hotel/travel, etc]

**Special tips and expectations** (general expectations, change at your discretion): examples below

* Consider this as an opportunity for you to be exposed to new things and ways of thinking, and as a time to learn from professionals and peers in campus activities. Consider yourself a sponge! ☺
  + Even if it’s not a fit for our campus, it may be a fit for another. As you consider all of the things you’ll engage with, please remember the same way our campus has invested in your attendance, associate members have invested to be able to share their rosters and options with you. Please remember this as you go around the convention site and hotel.
* Prepare to network with agents and entertainers! If you want to hand out business cards, please come ready!
* Do your homework – talk in advance (or during travel) about things you are looking for, dates to consider for programs, etc. Most delegations have printed campus calendars they use to make programming decisions.
* Purpose of conference delegation meetings: we will discuss previewed entertainment, educational session content, and necessary business to conduct.
* When selecting educational programs please try to split up and not duplicate efforts in attendance. It would be ideal if no more than two folks attended the same session at the same time. (Share the love!)
* As students you are still held accountable to policies in the University Student Handbook.
* HAVE FUN! You should never do something if it’s not fun or doesn’t bring you joy!
* [any additional conference information you feel your delegation needs to know; i.e. homework time allotted, mention your own expectations for your group like conference attire]

**Recommended Packing List:** some examples provided below

* Warm, comfortable clothes – bring layers!
* School gear!
  + [If you are dressing alike as a delegation, mention that here]
* Comfortable shoes
* School needs (books, planner, etc)
* Backpack or smaller bag to take to conference location
* Personal hygiene supplies
* Water bottle
* [any additional suggestions for them to bring]

**Conference Schedule**

* [2025-26 NACA Conference Schedule-at-a-Glance](https://www.naca.org/events/conferences/performing-exhibiting/conference-schedules.html)
* [you can find your specific conference schedule on the conference’s website]