**NASPA Annual Conference**

**AU DOSA Pre-Conference Meeting Guide**

1. ***Tips and Reminders***
	1. Pack cell phone charger
	2. Pack business cards
	3. Dress: Business casual is the official recommended dress of NASPA/Please dress how you are most comfortable.
	4. Wear your nametag!
	5. Arrive early to sessions because most will fill up quickly. Utilize the online too to build itinerary pre-conference and sync to your calendar.
	6. Take notes in your sessions: <https://evernote.com> is a great app/online tool to sync all of your notes
	7. Use the map in the back of the conference program guide
	8. Plan your day/sessions and pick back-up plans (in case of full sessions)
	9. Don’t associate exclusively with AU people
	10. Visit the exhibit hall
	11. Volunteer
	12. Attend receptions
	13. Bring a sweater or layer your clothing so that you will be comfortable whether the room is hot or cold.
	14. Pack a snack in your bag/brief case. Lines are typically very long and food venues are often spread out and expensive.
	15. Write notes on the back of business cards you obtain from others to remind you what you learned or what you were going to do in regards to this person/agency.
	16. Throughout the conference, keep a list of how you plan to put what you’ve learned into action when you get home. Refer to the list when you get back home and take action!
	17. Plan some down time for yourself. Utilize the hotel gym or take advantage of some sight seeing opportunities in the conference area.
	18. Download the NASPA Mobile app to your smart phone- Search “NASPA Mobile App” in your App Store
	19. NASPA Facebook – <http://www.facebook.com/naspaFB>
	20. Locate NASPA Annual Conference Tweets
2. ***First Time Attendees –*** First Time Attendee Orientation-NASPA often hosts webinars for 1st time attendees
3. ***AU DoSA Logistics***
	1. Attendee list
	2. Hotel reservations made? Roommates needed?
	3. Anyone flying/driving together?
4. ***AU DoSA Educational Session Considerations***
	1. What type of sessions/topics are you seeking?
	2. What are the needs of your area?
	3. What committees/work groups may need some specific information?
	4. Is there a session/topic we should look for in case someone else cannot attend?
5. ***AU DoSA Staff Dinner:*** Coordinate for this in advance. When/Where?

Notes: