

**NACBA 2011 DC Conference
July 1-5, 2011**

**A SPANGLED
STAR EXPERIENCE
NACBA**

**Gaylord National Hotel
National Harbor, MD**



FREQUENTLY ASKED QUESTIONS

REGISTRATION

How can I register?

Is membership with NACBA included in the registration fee?

If I am a member of a local chapter, but not a member of national, can I take the member pricing?

I am a national member; can others from my church attend at the member rate?

I am not a member of NACBA but my co-worker is and cannot attend. Can I use that membership to register at the member price?

Can I take the conference discount for daily registrations?

What is included in Daily registration?

What is included in my registration?

What is NOT included in the registration?

What does my denominational registration include?

If I share a room at conference do we both get the \$30/discount off of the room rate?

If I do not plan to stay for the entire conference can I get a credit or refund for meals?

My pastor/guest is coming along but not attending the conference or events. Can he/she reserve a room at the NACBA conference rate?

HOTEL

What is the conference hotel?

Can I make my reservation now?

What is the hotel room rate?

What is the charge for parking at the hotel?

What kind of Internet service is available at the hotel? What is the cost?

What amenities are included in the NACBA room rate?

Can I use my sales tax exemption at the Gaylord National?

I received an email from the Gaylord about "Fireworks & Fun." Do I have to pay for this?

FIRST TIMERS

Is there some kind of orientation for first-time attendees?

SPOUSES AND FAMILY

I signed my spouse up for workshops; are meals included in that fee?

Are there any special events planned for spouses & children?

What if I need extra meal tickets?

GOLF

When and where is the golf tournament?

SPECIAL EVENT

What is the special event?

CANCELLATIONS

What if I have to cancel my conference registration after the deadline?

SCHOLARSHIPS

I want to attend the annual conference, but unfortunately my budget does not allow it. Is there a scholarship program?

TRANSPORTATION

How do I get from the airport to the hotel?

CERTIFICATION CEREMONY

When is the certification ceremony for CCAs?

CONFERENCE CITY

Which nights are open for sight-seeing?

What is the weather like in Washington, DC?

ATTIRE

What kind of clothing should I bring?

What is the dress code?

MEALS

Are breakfasts included?

Where can I get breakfast?

What is a meal included in the special event?

EXIBITORS

Which nights are open for entertaining clients?

How do I get day-passes to the trade show for my clients?

Some representatives for my company will only be at the trade for one day. What is the charge?

When will booths be assigned?

We have three people who will be working in our booth but one of them is a workshop speaker. Do we have to pay for an additional registrant fee for our workshop speaker?

Will exhibitors be able to play in golf tournament?

GET SOCIAL

What is NACBA doing with social media?



REGISTRATION

[Back to top...](#)

How can I register?

Registration forms are available for download at <http://www.nacba.net/dc2011> . Print the form, fill it out, and fax or mail it in to the NACBA office. Online registration is available by logging in to the NACBA Website.

Is membership with NACBA included in the registration fee?

No.

If I am a member of a local chapter, but not a national member, can I take the member pricing?

No, only national members can receive member pricing.

[Back to top...](#)

I am a national member; can others from my church attend at the member rate?

Yes, if you are a member, other members from your church can attend at the member price.

I am not a member of NACBA but my co-worker is and cannot attend. Can I use that membership to register at the member price?

Yes, if someone from your church is a NACBA national member, you can attend from your church and use the member discount. You will not be able to do this online. You will have to fill out a [form](#) and either fax or mail it to us.

Can I take the conference discount for daily registrations?

No, the discount applies only when you register for the entire conference.

What is included in Daily registration?

Daily registrations include the general session, workshops, access to the trade show (applies to days 2 & 3 of conference only), and lunch for that day only. NACBA is not responsible for lost meal tickets.

What is included in my registration?

Registration fees include admission to the trade show and opening event, access to all general and workshop sessions, some meals, and the special event on Saturday night. Meals included at the meeting are dinner Friday night, buffet prior to special event, lunches or brunch Saturday through Tuesday, and refreshment breaks.

What is NOT included in the registration?

Breakfast is on your own each day and dinner is on your own Sunday, Monday, and Tuesday evenings. Denominational events such as breakfasts, lunches, banquets or field trips have additional costs; however, you can register for them on the registration form.

What does my denominational registration include?

If you registered for NACBA/UMACBA all meals/special events are covered from the Friday opening celebration through Tuesday lunch. You must purchase any extras for spouse, children, etc. If you registered for UMACBA ONLY, your meals are covered from Friday opening event through Sunday dinner.

If I share a room at conference do we both get the \$30/night discount off of the room rate?

Yes.

If I do not plan to stay for the entire conference can I get a credit or refund for meals?

No, but you are welcomed to post a note on the information board to sell the meal tickets to people who might be one-day registrants or need tickets for family.

My pastor/guest is coming along but not attending the conference or events. Can he/she reserve a room at the NACBA conference rate?

Only if he/she registers for the conference. We have a limited number of rooms in our block for conference registrants and exhibitors. Non registrants need to reserve a room outside of our room block and pay the regular hotel rate.

HOTEL

[Back to top...](#)

What is the conference hotel?

*Gaylord National™ Hotel & Convention Center
201 Waterfront Street
National Harbor, MD 20745*

Can I make my reservation now?

Hotel Reservations can be made through this [link](#) on NACBA's conference Web site.

What is the hotel room rate?

The NACBA discounted room rate is \$155 per night with a \$30 per night credit back for up to five nights. Discount will be applied upon check out.

What is the charge for parking at the hotel?

Self-parking is complimentary for NACBA attendees.

To take advantage of this service you will need to use your room key to get out of the hotel garage.

What kind of Internet service is available at the hotel? What is the cost?

High-speed Internet access in guest rooms, wireless internet in atriums is included in the NACBA room rate.

What amenities are included in the NACBA room rate?

- *Wireless Internet access in guest rooms and atriums.*
- *High-speed Internet access in guest rooms*
- *Daily Newspaper delivered to each guest room*
- *Bottled water (2 replenished daily)*
- *Local phone calls (up to 20 minutes per call)*
- *In-room safe*
- *Complimentary self-parking*
- *Access to the resort's state-of-the-art Fitness Center*

Can I use my sales tax exemption at the Gaylord National?

No, not unless your church or business IN THE STATE of MARYLAND has a tax exempt certificate for the state.

I received an email from the Gaylord about “Fireworks & Fun.” Do I have to pay for this?

No, NACBA hotel guests do not have to pay, but you must have a wristband in order to access that area. Be sure to obtain a wristband for yourself and for any family members who are staying with you. (This is not for friends and family who may be in the area; it is for hotel guests only.) Wristbands will be available for hotel guests at a Gaylord table near the NACBA registration area on July 3rd between 10:00am-6:00pm. Fireworks start at 9:30 pm and can be viewed outdoors at the hotel or from the seated indoor area which will be set aside just for NACBA guests in the Potomac 1-6 Lobby.

FIRST TIMERS

[Back to top....](#)

Is there some kind of orientation for first-time attendees?

There is a First-timers Orientation scheduled for Friday, July 1 at 3:30 p.m. This is “come as you are,” so if you’ve been traveling all day and feel a bit haggard, no problem, just show up in your travel attire. You will have time to freshen up before the Opening Celebration Party at 6:30 p.m.

Please note: If your spouse/children are coming with you to the conference and want to accompany you to any meal/event functions you will need to purchase extra meal tickets for them prior to arriving at the conference. Deadline to purchase extra tickets is June 10. This can be done when you register, or by contacting Tammy Mirau at tammy@nacba.net if you have already registered.

SPOUSES AND FAMILY

[Back to top...](#)

I signed my spouse up for workshops; are meals included in that fee?

No, meals are an additional cost indicated on the registration form.

Are there any special events planned for spouses & children?

No, but there will be a Spouse and Family Activities Orientation on Saturday, July 2 at 10:30 a.m. Door prizes will be awarded. Learn about what to do in the DC area.

What if I need extra meal tickets?

Extra meal tickets must be purchased before June 10th.

*Your registration includes one set of meal/special event tickets (indicated by asterisk on order form) for you; however, you will need to purchase extra tickets for the meals/special events for your spouse, children, etc. if they plan to attend. NOTE: All extra tickets must be purchased before June 10th. . **Deadline to purchase extra tickets is June 10. This can be done when you register, or by contacting Tammy Mirau at tammy@nacba.net if you have already registered.***

*The hotel must have the meal count prior to the Conference. **THERE WILL BE NO TICKETS SOLD AT CONFERENCE. Tickets must be purchased before June 10th. (see Registration Form)***

GOLF

[Back to top...](#)

When and where is the golf tournament?

The Golf Tournament has been cancelled.

SPECIAL EVENT

[Back to top...](#)

What is the special event?

The special event is on Saturday evening, July 2nd. It includes a buffet beginning at 6:30 p.m. in the hotel followed by a Monuments by Moonlight guided bus tour. Extra tickets for spouses (\$99) and children (under 12 is discounted price of \$75) must be purchased prior to June 10. Purchase ticket during the registration process or contact Tammy Mirau at tammy@nacba.net

CANCELLATIONS

[Back to top...](#)

What if I have to cancel my conference registration after the deadline?

After June 17th, there is no refund. You can do a one-time transfer to the following conference. There is a \$50 transfer fee.

SCHOLARSHIPS

[back to top...](#)

I want to attend the annual conference, but unfortunately my budget does not allow it. Is there a scholarship program?

Yes, applications for scholarships are available from [this link](#) on NACBA Website.

TRANSPORTATION

[Back to top..](#)

How do I get from the airport to the hotel?

The Gaylord National has a special discount agreement with Super Shuttle. Make reservations [here](#).

CERTIFICATION CEREMONY

[Back to top...](#)

When is the certification ceremony for CCAs?

The certification ceremony will take place on Saturday morning, July 2nd, during the general session.

CONFERENCE CITY

[Back to top...](#)

Which nights are open for sight-seeing?

Sunday and Monday evenings are free except for those denominational events which might be scheduled.

What is the weather like in DC?

The average high temperature for June-July is 84°-88° and the average low is 65°-70°, so dress accordingly. Please note: The temperature in the Gaylord is set to 72 degrees year round. Always bring a jacket or sweater to ensure comfort.

ATTIRE

[Back to top...](#)

What kind of clothing should I bring?

Remember: bring a sweater or jacket since the meeting rooms are often cold! Casual wear is the order of the day. The dress for this conference is pretty much casual from start to finish, such as wearing your NACBA logo shirt. Those being certified or receiving awards may want to be more dressed up, though it is not necessary. That is a personal decision. The denominational dinners tend to be coat and tie events, but there is certainly no dress code.

What is the dress code?

The dress for this conference is pretty much casual from start to finish, such as wearing your NACBA logo shirt to the opening and closing events. Those being certified or receiving awards may want to be more dressed up, though it is not necessary. The denominational dinners tend to be coat and tie, but that is certainly not mandatory.

MEALS

[Back to top...](#)

Are breakfasts included?

No, but there is brunch on Sunday, late morning. There are a number of restaurants and coffee shops on the property and some in walking distance.

Where can I get breakfast in the hotel?

- *Pienza Italian Market Restaurant*
- *Java Coast*

EXHIBITORS

[Back to top...](#)

Which nights are open for entertaining clients?

Sunday and Monday evenings are free except for those denominational dinners which might be scheduled.

How do I get day passes to the trade show for my clients?

One-day Trade Show passes are \$150 each and includes access to the Trade Show and lunch for that day as well as refreshment breaks.

Some representative for my company will only be at the trade show for one day. What is the charge?

Two exhibitor registrations come with each booth registration. There is \$150 registration charge for each additional person who will be in the booth at any time during the trade show regardless of the number of days worked. This registration includes a name badge and lunch meal tickets for the days of the trade show.

When will booths be assigned?

Booths will be assigned sometime after April 15, 2011. You will be notified when assignments have taken place.

We have three people who will be working in our booth but one of them is a workshop speaker. Do we have to pay an additional registrant fee for our workshop speaker?

Yes. If the workshop speaker will be working in the booth at any time, you will have to pay the extra fee.

Is there a booth discount for Nonprofits?

No.

As an exhibitor, will I be able to play in the golf tournament?

Absolutely! For those exhibitors who wish to play in the golf tournament, you can set up your booth on Thursday afternoon from 1:00 pm to 5:00 pm.

GET SOCIAL

[Back to top...](#)

What is NACBA doing with social media?

Get the latest updates from NACBA before the event and onsite, share your own experience and get a live feed with what's happening with Twitter. Follow NACBA at [@nacba](#) and use the hashtag [#nacba2011](#) to join the conversation. You can also "like" NACBA on [Facebook](#). There's also a National Association of Church Business Administration group on [LinkedIn](#).