

2017 NAEA National Conference & 45th Annual Meeting

Quick Tips

Date: Monday, July 31 – Thursday, August 3, 2017
Hotel: **Cosmopolitan of Las Vegas**
3708 Las Vegas Boulevard South
Las Vegas, NV 89119
855-435-0005

Hotel Check In: 3:00 pm

Check Out Time: 11:00 am.

Conference Registration: Registration begins on Sunday, July 31 from 12:00 pm - 6:00 pm at the registration desk on the 3rd floor of the Cosmopolitan. [Click here](#) to view a map of the Cosmopolitan. The registration desk opens at 6:30 am on Monday and 7:00 am on Tuesday and Wednesday. Classes begin promptly at 8:00 am each day. No changes to à la carte registration will be permitted.

Conference Cancellation Policy: Request for cancellations must be received in writing. For a full refund, cancellations must be received by July 1, 2017. A \$75 administrative fee will be retained. Cancellations received less than 30 days prior to the event start date will not be refunded. For more information regarding administrative policies on issues such as complaints and refunds, please contact NAEA at 855-880-6232.

Course Materials: Unless otherwise specified, fees include course materials and any appropriate reference materials. **The text is available via the NAEA app and web interface. Printed materials will not be provided.** Please refer to the attached NAEA conference app document. Contact the registration desk if you have any questions about accessing materials.

Conference App: An NAEA conference app is available for attendees to view the conference program, access and download materials for the courses for which they are registered, check in for CE purposes, and connect with other attendees and exhibitors. You may access the app by downloading it from the Apple Store or Google Play and search "NAEA Events." The app may also be accessed from a laptop, desktop, or blackberry at <https://confpal.com/m/naea>.

App Log On:

- Username: Your email address
- Password: naea2017

App questions?

- Look for an APPbassador at the Member Resource Center
- help@agendapop.com or 703-793-4955

Power and Wireless Internet: Please note that power strips will not be provided at each table. Charging stations will be available in the back of each classroom. Wireless internet will be provided this year. The **wireless code is naea2017.**

CE Compliance: In order to comply with Circular 230 education requirements, specifically Section 10.6(g), each hour of NAEA continuing education credit is comprised of 50 minutes of actual class time. Credit will only be granted for attending the entire 50 minutes of class time. Ample time is allotted for restroom breaks and lunch during each day. Using the app or web interface, please check in to each class. At the end of the program, you will attest to your hours in the general survey. The **CE Attestation survey must be completed in order for NAEA to report your CE.** If you are unable to attest via the app or web interface, please inform the registration desk and an attestation form will be provided after the conclusion of the conference.

CE Reporting: Please note that NAEA must have a valid PTIN on file in order to report CE. Certificates of Completion will be available on your transcript page via naea.org and CE will be reported to IRS on or before September 1, 2017. You may access your transcript page on naea.org by visiting your Member Menu. To find it, click Edit profile, select Continuing Education and then Transcripts & Certificates. Please remember that you must attest to your hours in order to receive CE.

Social Functions and Special Events: All events and meal functions offer an excellent opportunity to socialize with your peers and colleagues and to meet vendors. The welcome reception, breakfast, and breaks are provided complimentary to NAEA National Conference registrants. Members are encouraged to attend NAEA's membership meeting (Tuesday evening) and board meeting (Thursday). Non-registered spouses or guests are welcome to attend special events for an additional fee. Guest registration includes breakfast and breaks for Sunday, Monday, and Tuesday, and access to the special events for a \$75 registration fee. All function attendees are required to be registered and to wear a badge at all times.

Dress Code: Business attire is required. Dress comfortably but professionally and be sure to wear comfortable shoes. Exercise/gym shorts, tank tops or tees, flip-flop sandals, shorts, and sweat pants are not allowed in the classrooms or exhibit hall. We suggest you bring a sweater or jacket as hotel meeting room temperatures may vary.

NAEA National Conference Website: For further details and/or updates about 2017 NAEA National Conference courses, speakers, vendors, and other special events, please visit www.naea.org.