Conference Registration Information

Register for the 2019 NEMA Conference online at www.nemanet.org. Rates vary based on when you register and if you are a NEMA member, non-member, student, conference speaker, or trustee. Registration deadlines:
- Early-Bird (by October 4)
- Standard (October 5 – 18)
- Walk-In (after October 19)

Registration covers
Your registration covers the cost of conference, plus optional events and off-site sessions. Lunches can be included for an additional fee, adding lunch to your registration is a great way to stay on site to network without the stress of leaving the hotel to find food. Highlight any dietary restrictions on your registration form or contact NEMA.

Conference Scholarships & Volunteering
NEMA offers scholarships and fellowship opportunities. The deadline for scholarships is September 20, 2019.

You can also sign-up to volunteer one shift and attend the rest of that day for free!

Convince your boss to send you to NEMA.
View our resources page on the NEMA website, nemanet.org/conference, for reasons attend and a template for a “Dear Manager” letter that you can use to make your case.

Leave the flip-flops; bring layers & business cards
November in Burlington may be chilly, so layers are strongly recommended. Registration includes a tote bag for you to stash loose items and accessories. Business casual clothes are recommended. Comfy shoes are a great option because they allow for mobility in a variety of situations. A rain jacket, warm gloves, and shoes that can handle some water are also good ideas for off-site events. Check the weather the week prior to conference for more information.

Business cards are great for networking. Moo.com or VistaPrint are resourceful sites for generating business cards. Remember to order early to allow for delivery.

Roommates & Carpooling
The Roommate Matching Service helps you find a roommate and save money on the cost of the hotel, while the Conference Carpool Matching Service helps you go green and get to/from conference. Contact the NEMA office (call 781-641-0013 or email conference@nemanet.org) to get on the list. There is no guarantee a roommate or ride will be available.
HOTEL DETAILS

DoubleTree by Hilton
870 Williston Rd
South Burlington, VT 05403
Tel: 802-865-6600

The hotel is $159 and the deadline to reserve a room at that special rate is October 22.

All sessions will be at the hotel unless otherwise noted. Complimentary self-parking for attendees.

PACKING CHECKLIST

- APPROPRIATE CLOTHING, LAYERS, AND COMFY SHOES
- GLOVES, UMBRELLA OR OTHER RAIN-PROTECTIVE GEAR
- BUSINESS CARDS
- CHARGERS FOR BATTERY-POWERED MEDIA
- MONEY: A FEW EVENTS HAVE CASH BARS

Engage with other attendees.

Before you arrive participate or follow conference conversations on social media using #NEMA2019. You can follow NEMA on Twitter @NEMAnet.

Share photos from conference on Instagram using #NEMA2019 and tagging @NEMA_Conference.
Attending Conference

Arriving on Tuesday, November 5, after Election Day voting, gives you time to settle into your room and connect with colleagues at pre-conference events. Tuesday evening, 7:00-8:30 pm, all are invited to “Vaccuuming Porcupines” and other Museum Utterances to share wacky museum stories or listen and vote for your favorite.

You can also register to attend Tuesday Pre-Conference Events which include:

- Crow Where You’re Planted at the Birds of Vermont Museum
- Public Art: Affordable, Accessible, Sustainable, at Middlebury College Museum of Art
- 200 Years—200 Objects at the Sullivan Museum and History Center

Choosing Sessions

Use the preliminary program book to plan your schedule. Have a backup plan in case the schedule changes or an event is full. Save your schedule plan in the conference app (launching in October) or mark up the program book. Once at conference, check the final program and app for any changes.

You do not need to attend every possible session. Conference is full of interesting sessions and events, and while many will overlap it’s okay not to attend everything. Avoid conference burnout and don’t over-schedule your day.

Don’t miss these events...

**WEDNESDAY**

- 8:00-8:30 am: Conference Preview
- 10:30 am: Keynote Session
- 5:00 pm: Exhibit Hall Opening Reception
- 6:30 pm: Opening Reception at ECHO

**THURSDAY**

- 2:15-3:00 pm: Exhibit Hall Closing Reception and Raffle Prize Drawing
- 3:00 pm: Career Conversation, Marilyn Hoffman
- 4:30 pm: Newcomers Reception

**FRIDAY**

- 11:30 am: Career Conversation: Jane Williamson
- 12:15 pm: Awards Luncheon & Annual Meeting
Conversation Starters

Attendees all have something in common – museums! Have conversations with other attendees by using icebreaker questions, such as: What did they enjoy about the last session they attended? What sessions are they looking forward to?


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Elevator Pitch

You will be asked, “What do you do?” Responding with a short practiced pitch summarizing who you are, what you do, and your career goal will radiate confidence. Practice your pitch out loud before conference and remember to keep it simple. Delivering a thoughtful, genuine, and captivating pitch will create a more engaging dialogue as you introduce yourself. Listen to NEMA’s “Crush the Conference” webinar for more tips!

NEMA is a Child Friendly Conference

New parents and their small-museum fans are welcome at conference! Visit the Conference website for full details.

Conference Lost & Found

If you lose something during conference, visit the hotel front desk for more information about their lost and found procedures for the missing item.

Conference Etiquette

Take session notes and don’t be afraid to ask questions. Introduce yourself to speakers and attendees, exchange business cards with those you meet. If a session is not what you wanted it is okay to leave, but be strategic about an exit route.

Use #NEMA2019 and #NEMA100 on Twitter. You can also use the NEMA Conference App to share images and contact other attendees. Be sure to charge your electronics and put them on silent.

Snacking

Coffee, tea, and light snacks are provided during some breaks, but you may want to pack snacks from home. Brain food and staying hydrated will help keep you going throughout the day.

Bulletin Board & Conference App

A bulletin board located in the registration area informs attendees of any happenings around conference or if any extra event tickets are being sold. You can also post comments and photos on the conference app. The app is also a great way to communicate with other attendees.
Post Conference

Processing Business Cards
During a break take a minute to write a few notes about the individual (where you met them, what you discussed, etc.) on the back of their card. These notes will help you to reconnect post-conference. Stay in touch with the people you meet by e-mailing them or finding them on LinkedIn. You never know where the connections might lead!

Comments & Feedback
Fill out session evaluations either online or the printed yellow paper in each session room. Post-conference we invite you to participate in a survey so we can continue to make conference the best!

Propose a NEMA 2020 Session
Inspired to action by your discussions at conference? Think about proposing your own session for next year at the 2020 NEMA Conference in Newport, RI.