Pre-Conference Planning

Where can I register for conference and when is the deadline?
Rates and registration forms can be found on the [NEMA website](http://nema.org). There are three categories for registration with rates varying based on if you are a NEMA member, non-member, student, conference speaker, or trustee.

- Early-Bird (by September 22)
- Standard Rate (September 23 - October 6)
- Walk-In (after October 6)

Registration fees can cover the cost of lunches if you sign up for that option. Including lunch fees in your registration is a great way to stay on site to meet attendees without the stress of leaving the hotel for food. Highlight any dietary restrictions on your registration form or contact the NEMA Office.

Depending on the rate you pay, your registration will cover the cost of conference, off-site sessions, and events. Off-site sessions and evening events are optional, but an enjoyable way to meet new people and explore extraordinary places.

How can I save money on the cost of conference?
NEMA offers [scholarship and fellowship opportunities](http://nema.org) to support travel, accommodation, and registration for individual members of NEMA and employees of institutional members. The deadline for scholarships is September 15, 2017.

How can I save money on the cost of staying at the hotel?
Use NEMA’s [Roommate Matching Service](http://nema.org) to save money. If you are looking for a roommate call (781-641-0013) or email (conference@nemanet.org) the NEMA office with your name, phone number, and which nights you will be staying. If NEMA has a match then you will be contacted. There is no guarantee that a roommate will be available.

Is there a dress code?
October on the ocean in Falmouth can be brisk, just like some of the hotel function rooms (variable in temperature), so pack layers! Dress the way you want to be seen in a work environment. Business casual clothes are recommended, but dress however you would like. Comfy shoes are a great option for conference and allow for mobility in a variety of situations. If you registered for an off-site be sure to pack appropriate clothes and accessories (hat, gloves, umbrella, etc). Registration includes a tote bag, but bringing an additional bag is recommended to carry conference gear and essentials, such as: pencils, notepads, laptop, chargers, business cards, extra layers, snacks and a water bottle.

How do I know what sessions to attend?
Plan out your schedule using the preliminary program book, which lists the sessions, events, and off-sites. Be prepared to have a backup plan in case the schedule changes or an event is full. When you arrive at conference, check the final program for any changes. You can also use the NEMA 2017 Conference App to create a schedule (due early October).

How do I engage with other attendees before I arrive?
Follow and participate in conference conversations using social media, #NEMA2017. Follow NEMA, @NEMA.net, and NEMA’s Executive Director, @DanYaeger, on Twitter. On Instagram? Follow NEMA, @NEMA_Conference.

What is an 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 and share your business cards with new colleagues and future co-workers.

Help, I don’t have business cards! Where can I order them?
Business cards are great for networking and might lead to future job offers. Be creative with what you include on your business card and possibly list professional blogs, social media accounts, or LinkedIn information. Moo.com or VistaPrint are resourceful sites for creating business cards, just remember to order early and allow a few weeks for delivery.
Getting to Conference: Planes, Trains, and Automobiles

Where is the conference?
All sessions will be located at the conference hotel unless otherwise noted:

Sea Crest Beach Hotel
350 Quaker Road
Falmouth, MA 02556

For directions: [http://www.seacrestbeachhotel.com/location/directions](http://www.seacrestbeachhotel.com/location/directions)

Parking: Hotel has Complimentary parking (additional vehicles $25 per night, seasonal).

Can I carpool to conference?
Yes! To carpool to conference with colleagues contact NEMA (781-641-0013, conference@nemanet.org) with your name, phone number, where you will be driving from, and when you need a ride. We’ll do our best to connect you with a colleague going your way! NEMA does not guarantee that transportation will be available.

What are other ways to arrive at Sea Crest Beach Hotel?
- Fly from Boston, Newark or New York City and land at the Barnstable Municipal Airport.
- Catch a Peter Pan bus from South Station, Boston, to the Falmouth Bus Depot (6 miles from the hotel)

What is public transport like near Falmouth and Sea Crest Beach Hotel?
The Cape Cod Regional Transit Authority provides daily bus service between downtown Hyannis and the Falmouth bus depot, a 15-minute drive (6 miles) from the hotel. Learn more at: [http://www.capecodtransit.org/sealine-route.htm](http://www.capecodtransit.org/sealine-route.htm)

Attending Conference

When should I arrive?
Arriving on Tuesday, October 24, gives you time to settle into your room and connect with colleagues. Register to attend a Tuesday off-site and then join the pre-opening meet-up at the hotel that evening. Bring your favorite collection story and share it Tuesday night at Crazy Collection Chronicles, or just listen and vote for your favorite. All are invited!

What events should I be sure not to miss?
- Wednesday, October 25, 7:45 – 8:30 am: NEMA Conference Preview
- Wednesday, October 25, 10:30 am: Keynote session
- Wednesday, October 25, 2:00 – 3:00 pm: Career Conversation with Marita Rivero, Executive Director of the Museum of African American History
- Thursday, October 26, 11:00 am – Noon: Join Wendy Lull, Executive Director Emeritus of the Seacoast Science Center and this year’s recipient of NEMA’s Lifetime Achievement Award
- Thursday, October 26,3:00 – 4:30 pm: The Competitive Job Candidate: Honing Your Presentation
- Thursday, October 26, 4:30 – 5:30 pm: Newcomers reception
- Friday, October 27, 12:30 – 2:00 pm: Awards luncheon and annual meeting

Can I snack during sessions?
Yes. 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. Remember it is okay to take breaks!
Conference Etiquette
Take notes during sessions and don’t be afraid to ask questions. Introduce yourself to panelists and attendees. If a session is not what you were looking for it is okay to leave, but be strategic about an exit route.

When choosing a seat look for people who aren’t “together” - some people travel the conference in packs and it will be harder to break into those groups. Individuals who are on their own in a session will be more open to chatting and networking. Remember you will have museums in common, so start talking!

How do I strike up a conversation?
NEMA attendees are very friendly, plus we 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 went to?
- What upcoming sessions are they looking forward to?
- Have they learned something new at conference this year?

Technology
If live tweeting is encouraged in a session and you have the permission of the speakers, feel free to tweet or post and use #NEMA2017. Also, with all electronics, ensure that items are on silent and fully charged. Wires can create a dangerous tripping hazard during sessions.

Bulletin Board
NEMA has a bulletin board located in the registration area that will inform attendees of any happenings around conference or if any extra event tickets are being sold. It’s a great way to communicate with other attendees.

Creative Corner:
Feeling creative? Express yourself in the new Creative Corner, located in the exhibit hall. It’s the perfect place to relax in between sessions and do a little crafting while meeting fellow museum peeps.

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

Post Conference
What do I do with all those business cards I was given? How do I stay in touch with the people I met?
During a break or back at your hotel room in the evening, take a minute to write a few notes about the individual (where you met them, what you discussed, etc) on the back of their business card. These notes will help you to reconnect after conference and kick off a new conversation. Stay in touch with the people you meet at conference by e-mailing them or finding them on LinkedIn. You never know where the connections you meet at conference might lead!

Your comments are important to us, please give NEMA feedback by filling out the evaluation forms!
NEMA offers two ways to give feedback. Make sure you fill out session evaluations, printed on yellow paper and located in each session room. Shortly after conference we will invite you to participate in a post-conference survey, where you’ll be able to give us your opinion on how the conference went for you. We appreciate your comments!