



NASRA Annual Conference Frequently Asked Questions

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Registration

Who may attend?

The Annual Conference is open to NASRA members in good standing. They may elect to bring staff members, trustees, or colleagues from their firm.

What are the registration fees?

System Members, Staff and Trustees and Education Alliance Members: \$1,250 (early bird by July 5 is \$1,175)

Premium and Associate Members: \$2,600 (early bird by July 5 is \$2,300)

How do I register a Trustee from my retirement system?

A trustee is a "guest" who pays the full registration fee. When a member registers, he/she can also add the trustee.

Can I register someone else?

Yes, as long as you can login to NASRA.org, you may register multiple individuals and then indicate that you are not attending on the final screen.

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Member Guests

I'm not sure if I will be bringing a guest; should I register anyway?

We request that you add a guest at the time of registration. The fee covers all of the guest's meals including the receptions. If you register and pay for a guest who then must cancel, you need to submit the request in writing by July 5; after that date, no refunds for guests will be issued.

If you have registered and paid to attend and later decide to add a guest, please contact Mary Hiatte at mary@nasra.org for an additional invoice.

Once you register, you cannot edit your selection of meals/receptions on the registration form; however, if you notify NASRA in writing your change of plans, we can do it for you, and it will assist us in keeping a more accurate headcount for catering purposes.

If I need to split my payment to pay for guests separately, what do I do?

Register yourself and your guests indicating how many will be at which meals. Then select payment by invoice (not credit card).

After registering, click on **My Invoices** to see your outstanding conference payment. You can divide the total to pay for guests separately via credit card online or by calling (859) 276-4612 or by check(s) to the address on the invoice.

Please note that a guest must be a family member or personal friend, **not** a business associate or staff colleague. All guests must be registered to attend the meals, and children must be registered for the conference to sign-up for Camp NASRA.

What are the guest fees?

System and Education Alliance Adult Guest: \$270

Associate Adult Guest: \$380

System and Education Alliance Child (18 or younger): \$170

Associate Child (18 or younger): \$220

(There are no early bird discounts for guest registrations.)

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Networking Activities

How are the activities being organized?

NASRA is contracting with a professional guide organization. Information on the activities, including costs and the deadline for registration, will be available soon.

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Camp NASRA

What is Camp NASRA?

Camp NASRA provides child-aged guests (ages 5-12) of conference attendees their own networking opportunities while the adults are in conference sessions. It is a long-standing tradition where children have formed lasting friendships and stayed in touch over the years.

When are the Camp NASRA sessions?

Camp NASRA sessions will be held from 10:00 a.m. to 2:00 p.m. on Sunday and Tuesday at the resort.

How do I register my children for Camp NASRA?

There are two steps: under the conference registration, you will need to register each child for the conference as a "child guest." In addition, in the list of questions under your registration, you will see a question asking if you have children you would like to register for Camp NASRA. You will also need to provide the child(ren)'s name, age and t-shirt size in response to that question on the registration form.

My child is older than 12; can he still attend Camp NASRA?

Yes. He should be registered for the conference as a child guest and then signed up for Camp NASRA on the registration form. He is welcome to participate as a junior counselor. Any registered guest over age 12 may volunteer as a counselor; adults may sign-up as chaperones.

My child is under 5; can she attend Camp NASRA with her older sibling?

Yes. However, a parent/guardian must also attend the event as a chaperone.

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Associate Members' Questions

How many members from my firm can attend the conference?

Premium Associate Members may bring up to seven people to the conference. Regular Associate firms may have up to five people attend plus their guests (a guest must be a family member or personal friend, not a business associate or staff colleague).

My firm wants to send a promotional item to be included in the bags given to conference attendees. What do I do?

NASRA Associate members who want to send a branded item (pens, notepad, water bottle, etc.) for inclusion in the attendee's conference bag need to send approximately 400 items. Shipment must be arranged for arrival between July 29 and July 31 (the hotel cannot accommodate earlier deliveries). For more information, contact Mary Hiatte at mary@nasra.org.

Is there an exhibit area?

NASRA has no booths or other vendor displays at its conference, and no sponsor opportunities. However, there will be an area set-up in the main reception outside of the ballrooms where general sessions will be held, if you wish to provide copies of papers, reports, etc. Please note that NASRA cannot make copies for you; you will need to arrange to do so onsite or arrange for shipping.

Can I take clients out during the conference?

Related functions (social, professional, other) sponsored by Associate Members are encouraged; however, such events must be scheduled so as not to conflict with the NASRA program. On Saturday and Monday evenings, there will be receptions; Associate members are free to make their own arrangements with colleagues and clients for dinner on those evenings after 6:30 p.m.

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Dress and Weather

In early August in Williamsburg, daytime high average is in the upper 80's and evening temperatures are in the low 70's.

Business casual dress is encouraged throughout the conference for attendees. Business attire is requested for speakers, moderators, panelists, and presenters during their portion of the program.

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Cancellation policy

Cancellations must be submitted in writing to administration@nasra.org for reimbursement accordingly:

- July 5: full refund
- July 6 to July 19: 50 percent of the registration fee (no refund for guest or activity fees)
- July 20 and after: no refund

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