

Promotional information is sent by e-mail. The conference chair needs to send a "blurb" to Diane Matteson (matteson@ksu.edu) and we will send them out to the region members from our office. Planning ahead will help with timing to enhance participation without overloading the members with e-mails.

1. Save the DATE and tentative At-A-Glance Scheule for Regional Conference
2. Call For Presentation Proposals is NOW OPEN
3. Call for Proposals Due Date Reminder, Registration fee set, Keynote speaker
4. Call for Proposal/ Readers/ Volunteers
5. Early Discount Date Approaching
6. Sent when sessions and schedule have been updated on web such as
 - *Pre-conferences added to the Registration form & descriptions on web -
 - *Conference Session descriptions have been added to web page.
8. General Announcement Special Events SERVICE PROJECT AT REGIONAL CONFERENCE
9. FINAL CONFIRMATIONS Sent one to two weeks before Conference to Registered participants only

1. Save the DATE and Schedule Basics for Regional Conference

Save the Date and join us for the Region ____ Conference

"THEME"

Month/Day/Year

Hotel, City, State/Province

Call for proposals will be open ____

Registration Information will be available on the ____ WEBSITE in November...

Tentative Schedule:

Registration will begin at 11 a.m. Monday, DATE.

Preconferences will be held from 12:30-5:00 p.m.

NACADA Orientation for First Time Attendees will be from 5:00-6:00 p.m.

Welcome and Keynote and Reception will begin at 6:15 p.m.

Tuesday morning breakfast and sessions will begin at 8:00 a.m.

The conference will end on Wednesday _____ at 1:15 following the closing session

Plan to participate! We would love to have you join us!

2. Call For Presentation Proposals NOW OPEN

Dear Region _____,

Join us in CITY, MONTH, DATE, for the NACADA Annual Region ____ conference. This year's theme, Border Crossings: Advising Checkpoints from Pre-Enrollment to Graduation , provides the opportunity for you to present on key advising issues related to students' progression throughout their academic career. Potential topics include: student retention, student recruitment, 1st year programming, probationary students, high achieving students, as well as other topics of your choice.

The online proposal application system is open; please visit the NACADA Region _____ Conference website to submit your proposal WEBSITE ADDRESS.

We look forward to seeing you DATE in CITY!

Yours truly,
Conference Chair

3. Call for Proposals Due Date Reminder, Registration fee set, Keynote speaker

Region ____ Conference News!

1. Proposals due Friday, November 30!
2. Conference keynote speaker secured
3. Registration fee set

1. Join your colleagues in submitting presentation proposals for the 2008 Region 8 Conference! On-line instructions and procedures can be found at the bottom of the page at PROPOSAL WEBSITE ADDRESS . Please submit before *November 30* for full consideration of your proposal!

2. It is with great privilege that I announce that the NAME, TITLE, INSTITUTION OR COMPANY, has agreed to be this year's keynote speaker. SHORT BIO or name of talk.

3. This year's registration fee is \$____. Remember to book your rooms for the conference soon as we have a limited number of rooms on hold. WEBSITE for CONFERENCE INFO.

If you have questions please feel free to contact me at EMAIL

CHAIR NAME

NACADA - Region ____ Conference Chair

4. Call for Proposal/ Readers/ Volunteers

Hello, Region ____!

CITY, here we come! Submit your **presentation proposals** for the MONTH/DATE/YEAR Region ____ Conference in CITY/STATE/PROVINCE! Proposals will be accepted until _____. The Region _____ Conference website at CONFERENCE WEBSITE ADDRESS will lead you to the proposal system. Have an idea to share? Then write a short abstract, tell us what you plan to accomplish and perhaps round up some colleagues to present as well and submit it all on-line! A "Best of Region 9 Award" of approximately \$500 to the Annual Conference in San Antonio will be selected - it might as well be yours!

We need "**readers**" to review the on-line proposals and help the committee select the very best! If you would be interested in participating in this, please contact PROPOSAL CHAIR at EMAIL! We need several readers from each state in the region.

Of course, **volunteers** to help before and at the conference are always needed. Contact VOLUNTEER COORDINATOR at EMAIL if you would be willing to pitch in to help make the conference a total success!

We look forward to your participation in the conference!

Region Chair and/or Region Conference Chair

5. Early Discount Date Approaching!

It is time to plan a trip to sunny, beautiful _____!!! The NACADA Region ____ conference is only ____ weeks away. If the weather isn't enough to get you to CITY/ST/PROVINCE, MONTH, Date we have plenty of professional development opportunities and social events planned for you!

Our conference theme of "_____" has given presenters the chance to explore a host of topics. We have sessions designed to address how to assist students in crisis, advise at risk students, advisement of student athletes, advisement of military veterans, and a host of others.

In all we will offer nearly ____ sessions.

The **April 15 early registration deadline is fast approaching**. Please don't miss any of the excitement! Register now!!! Go to WEBSITE ADDRESS to get all the information!!! We look forward to meeting you in CITY/STATE/PROVINCE!

Conference Chair & Region ____ Chair

6. Sent when sessions and schedule have been updated on web

Subject Line: Region ____ Sessions announced – register now!

Attention Region ____ NACADA members!

It's time to join your colleagues for "CONFERENCE THEME" in CITY/DATES!

The session descriptions and updated schedule have been posted on our regional conference website at WEBSITE ADDRESS.

We also invite you to consider enrolling in one of the preconference workshops. If you have already registered, you may contact the NACADA office and have the preconference added to your registration. Send an e-mail to nacada@ksu.edu or call 785-532-5717 TODAY!

If you have not registered, it's still not too late! Register on-line for instant confirmation of your transaction or fax your registrations to the NACADA Office at 785-532-7732 to make your final arrangements.

Don't miss this opportunity to enhance your professional development, explore exciting downtown CITY, and attend the fun-filled Welcome Reception including the "*Campus T Shirt Exchange*" game.

We look forward to meeting you in _____!

NACADA REGION ____ CONFERENCE CO-CHAIRS:

7. GENERAL ANNOUNCEMENTS SPECIAL EVENTS / SERVICE PROJECT / PRECONFERENCES / REGISTER FOR EARLY RATE.

Announcement of various activities Sample 1:

If you haven't

Sample 1: Hello, Region _____!

If you haven't registered for the Region _____ Conference in CITY, now is the time! See details at WEBSITE ADDRESS . We're headed towards _____ participants - maybe you will help us exceed that!

As you may know, at each Region _____ conference we like to complete a service project which gives back to the host community. This year, we would like to donate _____ . I encourage you to donate _____ and the _____ will thank you for your generosity! Thank you for your generosity and I hope you enjoy the conference!

_____ Region _____ Conference Chair

Sample 2:

Greetings from _____! We are anxiously awaiting your visit to our STATE next month for the YEAR Region _____ Conference. Below are some details, reminders, and additional information.

The deadline for hotel reservations is DATE . Our room block is close to filling. So, don't delay...book today. You can find more information on the conference webpage at HOTELWEBSITE.

The early discount rate for the conference is _____! Enroll now and save money, reserve your room and join us for a great meeting! Registration information is found at REGISTRATION WEBSITE

We are pleased to offer several pre-conference workshops . _____ is going to take us inside the world of " _____ " and _____ is going to tell us how we can improve " _____ ". For first-time members- be sure to join us in the NACADA Orientation for First Time Attendees following the preconferences. For more information on workshops, visit PRECONFERENCE WEBSITE. If you have already registered for the conference but would like to add a pre-conference workshop to your registration, you can do so by contacting the NACADA office at 785-532-5717 or e-mailing nacada@ksu.edu .

Here are some events you won't want to miss:

- **Welcome Reception** (DATE, TIME) – Enjoy a social drink and appetizer before the cash bar opens
- **Casual Friday...But It's Only Wednesday** – Show your school spirit on the last day, May 20, and you'll be comfortable for your travel home later
- **Fitness Walk** (DATE, TIME) – Enjoy a guided fitness walk along the _____ River

A note regarding internet access at the HOTEL – Internet access in sleeping rooms is \$ _____. Wireless internet is also available in the public areas and a business center is _____.

On behalf of the Conference Planning Committee, we look forward to seeing you in CITY/STATE/DATE.

Conference Chair

EMAIL

8. FINAL CONFIRMATIONS Sent one to two weeks before Conference

Sample 1: general – include details that you need for you participants to know hwere to go, what to do and how to do it!

We would like to thank you for registering for the YEAR NACADA Region ___ Conference: THEME.

Here are a few reminders that will enhance your overall conference experience.

All Meetings will take place at the _____ Hotel, Address, City, State, Phone Number.

Schedule: The meeting will begin with preconferences on _____, as well as the NACADA Orientation for 1st time Attendees at ___p.m. followed by the opening keynote and reception. The conference ends at ___ on _____. Print off a more detailed schedule at _____ website.

Volunteers Needed

If you are interest in volunteering, contact _____ at EMAIL and we will share the available times with you. It takes many, many people to make the conference run smoothly for all involved, so please also recruit a friend or two to help! We will need volunteers to work at the registration table, to help facilitate all sessions and to direct participants to meeting and other area of the hotel.

Donations: Please remember to drop off your raffle donations at the Registration table when you check in.

_____ is Spirit Day

Remember to wear your institution's colors with pride on _____. It will be great to see all of the different schools that will be represented at the conference.

Travel Information

The following website will link you to travel instructions to _____ Hotel WEBSITE.

Parking

Parking is available in the Self Park structure attached to the Hotel off _____ - St. for \$_____/ or Valet Parking is available for \$_____/night for overnight guests.

Check In/Check out

Guests may check in anytime after 4:00 pm. Check out time is 12:00 pm. The hotel will make reasonable effort to accommodate early check-in and late check-out requirements. Please contact the front desk for more information.

We look forward to seeing you in _____!

CO-CHAIRS -

Confirmation Letter Sample 2: with schedule

Dear Advising Friends,

Thank you for registering for the _____ Conference. We have planned a fun and educational 3 days for you. All of us who have been involved in planning this conference can't wait to welcome you to _____! In this letter please find some helpful information for you planning purposes.

Brief schedule of events:

Sun, May 18

10:30-2:30 Region 3 Leadership Institute - Strom Thurmond Wellness Center
1-5 Conference Registration, Hilton Hotel, 924 Senate S, Columbia, SC
1-5 Pre Conference Workshops- Hilton Hotel and Strom Thurmond Fitness & Wellness Center, University of South Carolina campus
5:30-6:30 Opening Session/ Keynote Address- Hilton Hotel
6:30-9:30 Welcome to South Carolina Beach Party
Frank McGuire Room, Basketball Practice Facility
Park St, University of South Carolina campus

Mon, May 19

8-3 Registration-Hilton Hotel
8:30-11 Concurrent Sessions Hilton Hotel
11:30-12:30 State meetings, Hilton Hotel
12:30-1:30 Lunch- Columbia Metropolitan Convention Center
1:45-4 Concurrent Sessions- Hilton Hotel
4:30-5:30 Poster Sessions/Happy Hour- Hilton Hotel
5:30-9:30 OPTIONAL Boat Cruise of Lake Murray or
OPTIONAL tour of South Carolina State Museum

Tues, May 20

8:30-12:00 Concurrent Sessions- Hilton Hotel
12-1:30 Closing Lunch- Columbia Metropolitan Convention Center

Registration fee includes all materials and the following meals, dinner Sunday night, breakfast Monday and Tuesday, lunch Monday and Tuesday, and a snack on Monday. Attire will be casual. We hope you will show your school spirit on Monday by wearing an item from your institution. Watch the weather reports

Travel: The _____ Airport is less than _____ minutes from downtown. There will be no shuttle service from the hotel. However, there are many affordable cab companies located outside the baggage claim area at the airport. **If you are driving,** _____ is easily accessible via _____.

Activities:

Sunday evening 6:30-9:30 will be a Welcome Reception. Take the opportunity to connect with old friends and make new ones! Monday night you may want to _____.

Other important items:

Contact your hotel directly if you have needs related to sleeping accommodations.

Regional conferences are a great way to meet new people and gather new ideas! The conference planning team has been working for over 2 years on making your trip to _____ the best conference experience ever! We look forward to seeing you DATE!

Sincerely,

Conference Chair

Confirmation Letter Sample 3: Frequently Asked Questions Format

Dear Colleagues,

We are excited about hosting you _____ of your closest or new advising friends at this year's NACADA Region _____ Conference, "THEME _____." We wanted to provide you with some last minute information as well as answer some quick FAQ's for you as you prepare for your trip to CITY/STATE/PROVINCE.

What is the address and phone for the hotel? The address is _____ and you can be reached at _____ during your stay.

What is the parking situation if I am not staying at the HOTEL? The _____ has parking for both hotel guests and visitors – rates are _____.

What will the weather be like during the conference? March in _____ is pretty unpredictable...but you can check out the latest details at WEATHER SITE.

How can I check my e-mail while at the conference? The HOTEL has a business center with two computers, printing is also free. Wireless internet access is available in the public spaces. If you are a HOTEL guest you can also access wireless internet in your hotel room or common hotel spaces for a fee of \$_____.

What should I wear? The attire for the conference will be casual. Don't forget to bring your school colors for School Spirit Day on Tuesday, DATE.

What are the concurrent sessions? You can find both a schedule-at-a-glance and detailed list of pre-conference workshops and concurrent sessions online at: WEBSITE LINK.

What meals are included? Your registration fee will cover the following: 1) hors d'oeuvres at the opening reception on Monday evening, 2) a full breakfast buffet on Tuesday and Wednesday mornings, 3) lunch on Tuesday, and 4) a snack break on Tuesday before the state meetings.

What if I forgot to volunteer? Could you still use my help? Absolutely! Due to the size of the conference, we would happily accept more volunteers to help facilitate what we hope will be a wonderful professional development experience for you. Contact our volunteer chair at _____ if you would like to pre-arrange your role, or just stop by the Volunteer desk to sign up to help!

If you have other questions that we have not answered, please feel free to contact us.