

LIST OF ITEMS NEEDED FOR REGISTRATION PACKET

Host State to Provide:

- Letter from host state(s) NUTSEA Administrative Assistant can provide examples from past years
- Information on hosting hotel:
 - Address
 - Brief Description of hotel
 - Reservation information (website, telephone number, any group code)
 - Room rate
 - Reservation cut-off date
 - Check in and check out times
 - Parking Rates
 - WiFi – is it provided, if so where or if not provided price
- Transportation information to and from hotel (does hotel provide, if not list of possible providers such as taxi service or shuttle service with prices)
- Photos of hotel (rooms, lobby, outside view)
- Speakers (photo and bio) *NUTSEA Administrative Assistant will also assist in obtaining this information*
- Passing of the hard hats – donation (description of charity)
- Outings information
 - Brief description
 - Date and time
 - Cost
 - Transportation and place to meet (such as the lobby)
 - Contact information (this will be the NUTSEA Administrative Assistant information)
 - Photos
- Entertainment Information
 - Brief Description
 - Photos
- Dining Information (around 6 or 7 different options)
 - Brief Description
 - Location and phone number
 - Photos
- Sightseeing Information (around 6 or 7 different options)
 - Brief description
 - Pricing (if available)
 - Location (if applicable)
- Did you know
 - Fun facts about conference location destination

NUTSEA Administrative Assistant will provide:

- Chairman Letter
- Agenda
- Speaker (Bios and Photos) *will assist Host State in obtaining this information*

LIST OF ITEMS NEEDED FOR BROCHURE HAND-OUTS FOR CONFERENCE

Host State will provide:

- Welcome letter from Host State

NUTSEA Administrative Assistant will provide:

- Agenda (will include any changes/updates from agenda in registration packet)
- Speaker Information (Bios and Pictures) (from agenda in registration packet)
- Passing of the hard hats information (from agenda in registration packet)
- Sponsor logos
- Floor plan for hotel
- Dining information (from agenda in registration packet)
- Sightseeing (from agenda in registration packet)
- Award information
- Officer and director list
- Past Chairman (10 years) list
- Honorary Members list
- 2016 Inductees
- Committee Assignments
- Board photos