

**Never attended a NEMA Conference?
That's okay, NEMA's got you covered.**

Pre-Conference Planning

How can I save money on the cost of conference?

NEMA offers several scholarship and fellowship opportunities to make conference more financially accessible. Scholarship awards support travel, accommodation, and registration for individual members of NEMA and employees of institutional members. The deadline for scholarship programs is September 16, 2016. Only one application is needed for all scholarships and fellowships. Note: Individual programs have differing requirements in the essay portion. To apply, go to nemanet.org/scholarships.

How can I save money on the cost of staying at the hotel?

You can save money on staying at the conference hotel by using NEMA's **Roommate Matching Service**. Sharing with a colleague is a great way to make connections and keep the cost down. 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 the number of nights you will be staying. If NEMA has a match then you will be contacted, but there is no guarantee that a roommate will be available.

What is the registration cost, lunches, and dietary restrictions at NEMA 2016?

There are three categories of registration: Early-Bird (due October 5), Standard Rate (October 6 - October 19) and Walk-In (after October 19). Depending on the rate you pay, your registration will cover the cost of conference, off-site sessions, and events. Conference off-site sessions and evening events are optional, but good for meeting new people and exploring extraordinary sites.

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 at 781-641-0013 or conference@nemanet.org.

How do I know what sessions to attend?

The preliminary program book (available on the NEMA website) that will list the sessions, events, and off-sites before you attend conference. Plan out your schedule of sessions, events, and off-sites you would like to attend. 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 to your schedule.



You can also use the NEMA 2016 Whova phone application to create a schedule.

Can I bring a guest to an evening event?

Yes, guests can come to evening events as long as they're accompanied by a conference attendee and their ticket cost was covered during registration. Use the "Guest" option on the online registration or download a "Guest" form from the NEMA website.

Is there a suggested dress code?

November in Connecticut can get chilly, just like some of the hotel function rooms (variable in temperature), so pack layers! Dress to make a good impression. Dress the way you want to be seen in a work environment. Business casual clothes are recommended, but everyone is allowed to dress however they would like. Be sure to dress appropriately for the outdoors if you signed up for an off-site session.

What's in my bag and how should I pack?

You will need to pack layers to anticipate the variety of events and sessions that will take place during NEMA 2016. It is recommended you pack jackets and scarves for layering to suit the fluctuating temperature outside. If you are going off site think about bringing a hat, gloves, or possibly an umbrella. Comfy shoes are a great option for conference and allow for mobility in a variety of situations.

Registration includes a tote bag, but bringing an additional bag is recommended to carry conference gear and essentials, such as: pens, pencils, notepad, laptop, electronic charger, business cards, printed resumes, extra layers, and a water bottle.

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 to keep you going throughout the day. Brain food and staying hydrated will help keep you fueled.

How do I engage with other attendees before I arrive?

Fuel conference conversations before, during, and after conference using social media #NEMA2016. Twitter, Facebook, and Instagram are great way to engage with other attendees. Follow the NEMA YEP co-chairs on twitter at: Alli Rico (@alli_rico), Monika Bernotas (@MonikaBernotas), Scarlett Hoey (@Svh213), and Adrienne Turnbull-Reilly (@drienneTR). Don't forget to tag @NEMAnet and follow NEMA Executive Director, @DanYaeger. On Instagram? Follow NEMA, @NEMA_Conference.

What is an elevator pitch?

You are in an elevator (or anywhere else at conference) with a VIP and they ask, "What do you do?" Responding with a thirty second practiced pitch will radiate confidence. Your pitch should summarize who you are, what you do, and a career goal or what you are looking for in the field. Brainstorm your pitch before the conference, write it down and edit it, but remember to keep it simple and practice saying it out loud. The ability to deliver a thoughtful, genuine, and compelling pitch will create a world of difference.

Help, I'm an emerging professional and don't have business cards! Where can I order business cards?

Business cards are great for networking. They communicate your information to a connection and might lead to future opportunities. Even if you don't want your current job title on a business card, it's helpful to have your name and contact information. Be creative with what you include on your business card and list professional blogs, social media accounts, and Linked-In information to share with others.

VistaPrint is a resourceful site for creating free business cards or premium cards at a reasonable cost. Remember to order early and allow a few weeks for delivery.

How to get to Conference: Planes, Trains, and Automobiles

Where is the conference?

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



Mystic Marriott Hotel & Spa
625 North Road (Route 117)
Groton, Connecticut 06340 USA



For directions:

<http://www.marriott.com/hotels/maps/travel/gonmm-mystic-marriott-hotel-and-spa/>

Parking: Complimentary parking, the hotel has over 500 spots. The hotel offers a valet service for a fee.

Can I carpool to conference?

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 the Mystic Marriott?

- A Greyhound Bus station is 2.1 miles from the hotel*
- Catch a Northeast Regional or Acela train to New London Union Station
- Want to fly into Connecticut? You can choose Bradley International Airport - BDL (60 miles) or Groton-New London Airport – GON (3 miles).

N.B. This hotel does not provide shuttle service.

*Courtesy Vans from the hotel are available upon request. Please note the van has limited capacity (11) and is driven by the bellman and on busy check-in/ check-out times they do not leave the property - please call ahead to check for availability: 860-446-2600

What is public transport like near the Mystic Marriott?

Southeast Area Transit (SEAT) serves nine member towns in the surrounding area: East Lyme, Griswold, Groton, Ledyard, Lisbon, Montville, New London, Norwich, Stonington and Waterford.



NEMA's Museum People podcast is great for a car ride and easy to download, just go online: nemanet.org/museumpeople

Make sure to stay hydrated and remember it's "ok" to take breaks. Have fun!

Attending Conference

When should I arrive?

Arriving Tuesday, November 8th (election day), gives you time to settle into your room and be social at Artini Hour, 7:00 - 8:30 pm. Come meet NEMA colleagues and make art, Artini Hour is limited to 30 participants, but all ages are welcome to come hang out. If you are arriving Wednesday, don't miss the 8:00 AM, conference orientation hosted by the Young & Emerging Professionals.



What events should I be sure not to miss?

- Wednesday, November 9th, 8:00 - 8:45 am, NEMA Conference Preview
- Wednesday, November 9th, 10:30 am, Keynote session
- Wednesday, November 9th, 5:15 - pm, Newcomers reception
- Thursday, November 10th, 11:00 am – 12:00 pm, Career Conversation with Katherine Kane, Executive Director of the Harriet Beecher Stowe Center
- Friday, November 11th, 1:00 – 2:15 pm, Awards luncheon and annual meeting

Plug-in to the discussion via Twitter using #NEMA2016.

Conference Etiquette

Take notes during sessions and don't be afraid to speak up. Introduce yourself to panelists and other attendees (see: "**How to strike up a conversation**" below). If a session is not what you were looking for it is okay to leave, but be strategic about an exit route. If you sit in the front of a session you won't be able to leave, so if you're not sure about a session make sure you sit in the back.

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!

Silence cellphones and if you're tweeting, do so discreetly.

Cellphone, laptop, and social media, oh my!:

If live tweeting is encouraged in a session and you have the permission of the speakers, feel free to tweet or post to your heart's content using #NEMA2016. Also, with all electronics, ensure that items are on silent and that they're charged in advance, so wires do not create a tripping hazard during sessions.

How do I strike up a conversation?

NEMA attendees are very friendly, plus we all have something in common – museums! Foster hearty conversations with colleagues by using icebreaker questions. Be an open minded and excellent listener!

Suggested icebreakers to ask your colleague about:

- What did they enjoy about the last session they went to?
- What upcoming sessions are they looking forward to?
- Have they seen any museum exhibits recently that they'd recommend?
- Have they learned something new at conference this year?
- What do they like to do in their non-museum time?

Old fashioned bulletin board communication:

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 and stay informed.

Talk Back Wall:

Feeling creative? Express yourself on the NEMA Talk Back Wall. It's the perfect place to share your feelings about the conference, what you're learning, and your love for museums.

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****How do I stay in touch with everyone I met? What do I do with all those business cards I was given?**

Staying in touch with the connections you made while at conference is very important for follow through and branching out your network. When someone hands you their business card at conference, take a minute to write on the back of it where you met them and what you discussed. These notes will help you to reconnect post-conference and kick off a new conversation. When you receive a business card you can look up the individual on Linked-In or send them a friendly e-mail referencing when you met them and if you have any follow up questions.

Get your voice heard and give NEMA feedback comments in 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'll 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!
