

## **Pre-Conference Planning**

### **Where do I register for conference?**

Register for conference on the [NEMA website](#). 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 October 5)
- Standard Rate (October 6 – October 19)
- Walk-In (after October 19)

### **What does registration cover?**

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

### **How can I save money on the cost of conference?**

NEMA offers [scholarship and fellowship opportunities](#). The deadline for scholarships is September 21, 2018. Sign-up to [volunteer](#) one shift and attend the rest of that day for free!

### **How can I save money on the hotel reservation?**

Use NEMA's [Roommate Matching Service](#) to save money. If you are looking for a roommate contact NEMA (781-641-0013 or [conference@nemanet.org](mailto:conference@nemanet.org)) with your name, phone number, and which nights you will be staying. There is no guarantee that a roommate will be available.

### **What do you recommend I bring/wear?**

November in Stamford can be cold, just like some of the hotel rooms (variable in temperature), so bringing layers is recommended. Registration includes a tote bag, so you can put your loose items in that. Business casual clothes are recommended, but dress however you would like. Comfy shoes are a great option because they allow for mobility in a variety of situations. Pack accessories (hat, gloves, umbrella) for off-site events. Check the weather the week of conference for specific information.

### **How do I know what sessions to attend?**

Use the preliminary program book to plan your schedule. Have a backup plan in case the schedule changes or an event is full. Once at conference, check the final program and app for any changes.

### **How do I engage with other attendees before I arrive?**

Participate or follow conference conversations on social media (#NEMA2018 and #NEMA100). Follow NEMA @NEMAnet, and NEMA's Executive Director on twitter @DanYaeger. Instagram @NEMA\_Conference.

### **How do I convince my boss to send me to the NEMA conference?**

View our resource page on [nemanet.org/conference](http://nemanet.org/conference) for justification language and reasons to attend.

### **I don't have business cards! Where can I order them?**

Business cards are great for networking. Moo.com or VistaPrint are resourceful sites for generating business cards, order early to allow for delivery



## **Getting to Conference**

### **Where is the conference?**

Hilton Stamford Hotel & Executive Meeting Center  
1 First Stamford Place  
Stamford, CT 06902  
203-967-2222



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

Complimentary self-parking for attendees and hotel guests  
Amtrak Station: Stamford (half-mile from hotel)

### **Can I carpool to conference?**

Yes! To carpool contact NEMA (781-641-0013 or [conference@nemanet.org](mailto: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 Hilton Stamford?**

- Take the train! You can catch either an Amtrak to Stamford station or a Metro North Train to the Stamford station. The hotel is a half-mile from the station and runs a complimentary shuttle.
- Catch a Peter Pan bus to the Stamford Bus Station (half-mile from the hotel)

## **Attending Conference**

### **When should I arrive?**

Arriving on Tuesday, November 6, after voting on election day, gives you time to settle into your room and connect with colleagues. Join colleagues for Trivia Tuesday night at 7 pm. All are invited!

### **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. Listen to our "[Crush the Conference](#)" webinar for more tips!

### **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?

Read the Harvard Business Review [8 Questions to Ask Someone Other Than "What Do You Do?"](#) for a refreshing take on conversation starters.

### **Is the conference child friendly?**

Yes! NEMA is a family-friendly conference. We welcome new parents and their small-museum fans! Visit the [NEMA Conference website](#) for the fully details.

### **What events should I be sure not to miss?**

- Wednesday, November 7, 8:00 – 8:45 am: NEMA Conference Preview
- Wednesday, November 7, 10:45 am: Keynote Session
- Wednesday, November 7, 3:45 pm: Career Conversation with Nancy Stula, Executive Director, William Benton Museum of Art, University of Connecticut, Storrs
- Wednesday, November 7, 5:30 pm: Newcomers Reception
- Wednesday, November 7, 6:30 pm: Opening Reception at the Bruce Museum
- Thursday, November 8, 2:45 pm: Career Conversation with Larry Yerdon, President & CEO, Strawberry Banke Museum, Portsmouth, NH
- Friday, November 9, 1:00 pm: Awards Luncheon and Annual Meeting

### **Conference Etiquette**

Take notes during sessions and don't be afraid to ask questions. Introduce yourself to panelists and other conference attendees. Exchange business cards with those you meet. 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!

It is also important to take breaks and recharge yourself. You do not need to attend every possible session. For extroverts and introverts alike, this article can be a helpful reminder: [How Introverts Can Make the Most of Conferences.](#)

### **Technology & Conference App**

If live tweeting is encouraged in a session, feel free to tweet or post and use #NEMA2018 and #NEMA100. You can also use the NEMA Conference App to share images and contact other attendees. Be sure your electronics are on silent and charged.

### **Can I snack during sessions?**

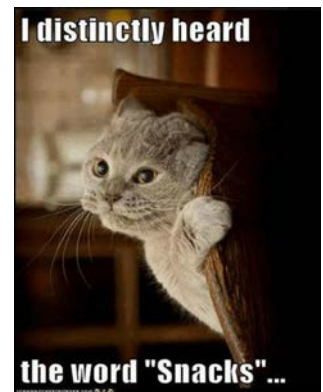
Yes. Coffee, tea, and light snacks are provided during some breaks, but you may want to pack snacks from home. Brain food and staying hydrated will help keep you going throughout the day. Remember it is okay to take breaks!

### **Bulletin Board & App**

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. You can also post comments and photos on the conference app. The app is a great way to communicate with other attendees.

### **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 take a minute to write a few notes about the individual (where you met them, what you discussed, etc.) on the back of their card. These notes will help you to reconnect post-conference. Stay in touch with the people you meet by e-mailing them or finding them on LinkedIn. You never know where the connections might lead!

**Your comments are important to us, please give NEMA feedback by filling out the evaluation forms!**

Fill out session evaluations either online or the printed yellow paper in each session room. Post-conference we will invite you to participate in a survey, where you'll be able to give us your opinion on how the conference went for you. We appreciate your comments!

**Propose a NEMA 2019 Session**

Inspired to action by your discussions at conference? Think about proposing your own session for next year at the 101st conference in Burlington, VT in November 2019.

