

## 2018 NAIS Annual Conference

March 7-9, 2018

Georgia World Congress Center, Atlanta, GA

<http://annualconference.nais.org>

Group learning at the NAIS Annual Conference is one of the best ways to maximize your event investment and reap great benefits for you and your schools:

- You can more easily “divide and conquer” the many available learning opportunities, garnering more “net” content from the experience.
- Learning can be tailored to the positions/functions of those in attendance to help ensure maximum relevance for all.
- Group debriefs and sharing while onsite will help everybody remember their session content, because they have to teach it to others almost right away.
- Teamwork and camaraderie are advanced significantly, fostering better group dynamics back at school.

Below please find a few tips to make your planning and conference experience run smoothly. You can take advantage of these options when registration opens in early November.

### How to Register a Group

There are two ways to register a group. To take advantage of the discounted group rate, remember to register everyone at the same time. You’ll need the following information for each attendee:

- Full name;
- Title;
- Email address;
- Emergency contact name and phone number; and
- What events they’d like to attend at the conference.

With this information you can select one of two ways to register your team:

#### 1. Register Online as a Group.

One person registers everyone in the group online. You can find the link to online registration at <http://annualconference.nais.org> November 1. If you have more than 4 people, we recommend using the spreadsheet option.

### OR

#### 2. Register Using a Spreadsheet and Email

A spreadsheet will be available for you to list all attendees and register each team member from your school. Once complete, email the form to [naisannual@experient-inc.com](mailto:naisannual@experient-inc.com). Send the group payment form separately via fax to **301-694-5124** or mail to **NAIS Annual Conference, 5202 President’s Court, G100, Frederick, MD 21703**. You only need to submit one attached group payment form to pay for the entire group at one time.

### Registration Credential Pick-Up

All conference attendees must pick up their registration credentials when they arrive onsite.

Registration hours are:

Wednesday, March 7	11:00 AM – 6:30 PM
Thursday, March 8	6:30 AM – 6:00 PM
Friday, March 9	6:30 AM – 1:00 PM

For groups of 20 people or more, you may make an appointment to pick up all of the credentials. If you choose to do so, you must make this appointment *before February 20*. Please contact Jo Ann Matousek at [joann.matousek@experient-inc.com](mailto:joann.matousek@experient-inc.com) to schedule a time for one person to pick up all of the badges for your group when you arrive.

## Plan in Advance

If you plan to take your leadership team or close school to take your faculty, spend time prior to the conference to determine how the NAIS Annual Conference can best address *your* needs and the needs of the school. Here are some helpful tips.

- 1. Do Your Homework.** Read the conference program, website, and/or mobile app before the conference so you can maximize your time onsite. Familiarize yourself with the speakers, workshops, exhibitors, and overall schedule so you know what you'd like to see and with whom you'd like to connect before arriving. Follow #NAISAC on Twitter, Facebook and Instagram to see the latest.
- 2. Identify goals** for your school and for individuals. Ensure the group takes time to think through what key pieces of information would benefit the school as a whole, as well as individual team members and departments.
- 3. Make a Plan.** Remember to identify which workshops you and your team want to attend. Some workshops may prove beneficial for several team members to attend together. Other times, spread out. Decide in advance what will work best for you and your school team. The same holds true for visiting exhibitors in the exhibit hall. Remember that if a workshop is not working for a team member, they can quietly get up and try something else to ensure maximum value. Occasionally, workshops fill to capacity. Attend your second choice if you find one has reached its limit.
- 4. Take Notes.** Encourage everyone (yourself included) to take notes on key points, action items, and follow-ups. Create a plan to share notes so your team members can share new knowledge with each other before you return to your daily routine.
- 5. Get Ready.** Make sure everyone brings business cards and a pen, as well as loading the mobile app.
- 6. Network.** Great networking happens throughout the conference. Prime opportunities include the coffee break in the morning, lunch in the NAIS Expo, before general sessions, and the NAIS Welcome Reception. Challenge your team to meet at least one new exhibitor company and one new independent school colleague – share the news when you return to school.
- 7. Listen Carefully, Participate Actively.** Come with an open mind and encourage active listening and participation. There is always something you can take away from a conference workshop or speaker even if the topic doesn't specifically address your school role or subject matter expertise. Remind your team to engage in some "blue sky" thinking about how the topic might apply to your school, while also seeking practical tips and tricks for daily life at school. Encourage your team to approach a speaker or presenter with an open mind – you never know when a different field or discipline might apply to your work in a different or unique way. When applicable, participate actively in group activities and discussions – it will maximize everybody's learning as a result.
- 8. Make Time to Connect as a Team.** How will your team connect onsite? Should you plan to touch base once a day? Remember to share cell phone numbers so you can reach each other easily if necessary. Create an onsite

check in so you can guide members of your team who might want advice on which topic to pursue. Encourage them to think big!

- 9. Follow Up.** When the conference concludes, all of us return to daily work immediately. Make it a priority to follow up with your team regarding take-aways, ideas, new initiatives, and more so you maximize the benefit for your school. You might schedule an initial meeting shortly after you get home and then monthly check-ins on implementation issues and lessons learned while also building in team accountability.
  
- 10. Let NAIS Help You.** Stop by the Information Booth near registration or the NAIS Member Resource Center in the exhibit hall for personalized assistance when you need it.

Thank you for planning to join! If you have other suggestions for teams or questions, please contact us at [annualconference@nais.org](mailto:annualconference@nais.org).