



NCCAA Conference Host Committee Guidelines

Pre-registration

The Registration Chairperson will contact the NCCAA Treasurer to get the lists of the pre-registrants.

The Registration Chairperson will get name badges from one of three sources; the local visitor's bureau (they sometimes provides free badges), the NCCAA inventory or NCCAA will purchase them.

The Registration Chairperson should be sure that badges for the pre-registrants be made up sometime before the first day of the conference and be displayed on separate table(s) designated as Pre-Registration. This table should be staffed at all times during the first two days of the conference.