



# NCCAA Conference Host Committee Guidelines

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## CIVIC ASSISTANCE

In many areas the local Chamber of Commerce, Convention Centers, Visitors Bureau can provide much assistance in planning your conference and supplying materials (check to see if there is any cost for the materials, though). They may handle all facility arrangements with the NCCAA Chairperson by providing lists of motels and restaurants. All mailings, however, must emanate from NCCAA.