



# NCCAA Conference Host Committee Guidelines

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## Pre-registration

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

The Pre-registration Chairperson will get name badges from NCCAA inventory or NCCAA will purchase them. **Please do not purchase badges without contacting the NCCAA chairperson first.**

The Pre-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.