



NCCAA Conference Host Committee Guidelines

TRANSPORTATION AND PARKING COMMITTEE

The Transportation Chairperson and Co-Chairperson are responsible for making arrangements to pick up out-of-town speakers at the airport and return them there, as required. The NCCAA Chairperson will provide information to the local transportation Conference Chairperson concerning the arrival times and places. The NCCAA chairperson will give the contact information (numbers, and email) to the transportation chair so they may stay in contact with the speakers for their itinerary flight schedule and so the speakers feel at home. They should work with Welcoming Committee to see that all quest speakers are escorted and not left alone during the conference.