



# NCCAA Conference Host Committee Guidelines

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## *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 Conference Chairperson concerning the arrival times and places. They should work with Welcoming Committee to see that all quest speakers are escorted and not left alone during the conference.