



NCCAA Conference Host Committee Guidelines

TRANSPORTATION COMMITTEE

The Transportation Chairperson and Co-Chairperson are responsible for transportation and hosting of the Speakers. This includes picking up out-of-town speakers at the airport and returning them there, as required. They are also responsible for hosting the Local Speakers. This committee is responsible for ensuring the Speakers get to the Saturday Night Speaker Dinner. Also, this committee is responsible for all the conference speakers to ensure that they have their needs met. This committee should have one person or people assigned to each speaker as they are generally out of their comfort zone and should be made to feel welcome at the conference by introducing them to local people and ensuring that at mealtimes they are included and not left to fend for themselves. All guest speakers are escorted and not left alone during the conference.

The NCCAA Chairperson will give all itineraries and contact information to the Transportation Chair. The Chair will then need to make contact with the speakers to introduce themselves and make sure that the speakers have the phone number of the person that has been assigned to them.

We want to make our speakers feel welcome and a part of the conference. Since we are responsible for the speaker's wellbeing NCCAA requires the person providing transportation to a speaker to have a clean and insured car for transportation.

All volunteers for the Transportation Committee need to register for the conference – The conference is self-supporting and all need to register to make certain that the conference continues to be self-supporting.