

2019 PASFAA Conference Survival/Information Guide

October 6-9, 2019



General Information:

- Conference Location: Hershey Lodge (325 University Dr, Hershey, PA 17033)
- Free parking
- Dress code—dress as you would like; conference rooms can get chilly sometimes, so plan accordingly in case you need a layer.
- Look for the conference committee to answer any questions you have. They will be wearing t-shirts Monday – Wednesday that have the above conference logo! We are happy to help.
- If you are not a current PASFAA member (membership expired 9/30/19 for those who didn't renew yet), you will need to renew your membership before being able to access the online agenda on PASFAA's website and purchase any add-on activities. If you are not a current member, you will only be able to access the agenda via the conference app (more information below about the conference app).

Fundamentals:

- All Fundamentals attendees will report directly to Magnolia A and will check in with Fundamentals Chair, Amy Hooper.
- Fundamentals training is Sunday, 1:00PM to 5:00PM and Monday, 7:30AM to 10:30AM. Following the closing of Fundamentals, those planning to attend the annual conference will need to check in at the Registration Desk located in the Chocolate Lobby.

NASFAA Credential Registrants:

- All Credential registrants will report directly to Wild Rose A and B and will check in with Tonya Hsiung, your instructor for this class.
- NASFAA Credential is Sunday, 1:00PM to 4:00PM.
- Those planning to attend the annual conference will need to check in at the Registration Desk located in the Chocolate Lobby on Monday between 8:00AM - 12:00PM.

The Perfect Mix” by Dr. Helen Rothberg:

- “Good managers and good leaders are not always the same. Dr. Helen Rothberg trains leaders, from Fortune 500 executives to startup entrepreneurs, with her particular brand of ADVICE—Action, Determination, Vision, Integrity, Communication, Empathy. Based on the management and life lessons she learned from working as a bartender while getting graduate business and behavioral science degrees, each aspect of ADVICE helps leaders hone their vision—of themselves and their business. You will explore who you are and who you need to become, analyze what has worked in the past and what might work better in the future, and realize ways to continually adapt—with courage and grace—to the unpredictable, uncertain business environment.
“Leading an organization is knowing when to stir or shake things up, blend or serve neat, and Dr. Rothberg finishes each chapter with the recipe for a creative cocktail that embodies a lesson, to mix perfectly, contemplate, and savor.”
- “The Perfect Mix” book will be available for sale following Dr. Rothberg’s keynote presentation Monday, 10:45AM – 12:00PM.
- You can also purchase a copy through the “add-on” section of the conference website. To purchase the book prior to conference arrival, you can do so here:
<https://www.pasfaa.org/add-ons/#!form/Addons>
- Dr. Rothberg will also be available to autograph your copy!
- Cost: \$20 for each copy. \$2 of each purchased book will go towards the PASFAA Scholarship Fund.

Speakers/Presenters:

- Laptops will be provided for your session, but please bring your presentation on a flash/thumb drive just in case.
- If you sent your presentation ahead of time, it will be loaded to the laptops already.
- If you did not send your presentation ahead of time, you will definitely need to have the flash/thumb drive.
- Please send your bio to Katrina Delgrosso if you did not already (kdelgrosso@collegeave.com) and she can upload it to the conference app for you. If

you prefer, you can also enter your bio directly on the Whova app (see below for instructions for downloading the app) under “Edit My Profile” in the top left corner of the PASFAA Conference 2019 app. That is also how you can confirm if you previously submitted it.

Meal Tickets:

- Meal tickets will be provided in your registration packet.
- You will need to submit your ticket to a conference committee member prior to entering breakfast, lunch and dinner.
- Additional meal tickets can be purchased at the registration desk.
- If you have dietary restrictions, let a conference committee member know to ensure you are accommodated.

Monday Night Activities:

- Additional Add-Ons will be available for purchase at the Registration Desk or prior to the events through the “add-on” section of the website, <https://www.pasfaa.org/add-ons/#!form/Addons>.
- If you are not a current PASFAA member (membership expired 9/30/19 for those who didn't renew yet), you will need to renew your membership before being able to access the online agenda on PASFAA's website and purchase any add-on activities. If you are not a current member, you will only be able to access the agenda via the conference app.
- Wine and Chocolate Tasting (\$20)
 - Must be wearing **blue** participant bracelet to enter
 - Monday, 8:00PM
 - Located in Wildrose A and B
- Tailgating/Monday Night Football/Networking (free)
 - Monday, 8:00PM
 - Bear's Den
 - Meet your colleagues in the Bear's Den for a Networking Night
 - No alcohol will be provided and must be purchased at the Cash Bar located in the Chocolate Lobby or at the Bear's Den.
 - The restaurant is not reserved for PASFAA members only and will be open to the general public.
- Sector Pumpkin Decorating (free)
 - Monday, 8:00 PM
 - All Sectors will be provided their own pumpkin for carving

- Suggested that pumpkins are finished by the end of the night
- Voting will take place during the following day and pumpkins will be displayed in the Chocolate Lobby
- Paint, Sharpie pens and pumpkin carving material will be available for decorating.
- Cash bar will be located in the Chocolate Lobby for purchase of beverages.
- If you are unable to complete your pumpkin decorating, you will be able to finish during your Sector meeting on Tuesday.
- Paint and Sip by “Bring Your Own Apron” (\$11)
 - Must be wearing **red** participant bracelet to enter
 - Monday, 8:00PM
 - Please wear old clothing or something you don’t mind getting paint on!
 - Cash bar will be located in the Chocolate Lobby for purchase of beverages.
 - Painting shown below:



Voting for Sector Pumpkin Carving/Decorating Contest:

- DON'T FORGET TO BRING YOUR LOOSE CHANGE!
 - Voting will be based on the amount of change placed in the bucket for each pumpkin. The team whose pumpkin raises the most money will be the winner!
 - All proceeds will go towards to the PASFAA Scholarship Fund.
 - Winner will be announced at the charity basket raffle at lunch on Wednesday.

Charity Basket Raffle:

- Purchase of charity basket raffle tickets will be available Monday - Wednesday. Sales will end at the start of the 10:10AM- 11:00AM concurrent session on Wednesday.
- Winners will be announced following the closing business meeting.
- Cost for tickets: \$5 for one sheet or \$20 for 5 sheets of raffle tickets (cash only).
- All proceeds will go towards the PASFAA Scholarship.

- You do not need to be present to win but your ticket does.
 - If you are unable to attend Wednesday, please leave your tickets with a colleague.

Movie Night:

- Tuesday, 8:00PM
- “Grease” - Experience the friendships, romances and adventures of a group of high school kids in the 1950s. Welcome to the singing and dancing world of "Grease," the most successful movie musical of all time. A wholesome exchange student (Olivia Newton-John) and a leather-clad Danny (John Travolta) have a summer romance, but will it cross clique lines?
- Movie Night will include a **popcorn bar and a candy bar!** Oh—and don’t forget—a cash bar

Charity Run/Walk:

- Must be wearing **orange** participant bracelet to enter
- Additional Add-Ons will be available for purchase at the Registration Desk or via this link: <https://www.pasfaa.org/2019-pasfaa-conference/>
- If you are not a current PASFAA member (membership expired 9/30/19 for those who didn’t renew yet), you will need to renew your membership or purchase add-on event items before being able to access the online agenda on PASFAA’s website.
 - Tuesday, 7:00AM – 8:00AM (Meet in hotel lobby at 7:00)
 - Walk or run
 - Waivers will be provided in your packet and must be submitted prior to the walk/run.
 - Renee Wright and Shelby Maguire will be collecting the waivers Tuesday morning in the hotel lobby. Look for the conference t-shirts with the conference logo to see them!
 - Anyone interested can still pay via cash that morning and join the fun.
 - There will be some random drawings for prizes for all participants.

Bingo - Business Partners:

- Each attendee will receive two bingo cards in their packet
- Bingo will be “cover all”
- Once you visit a business partner booth they will sign or stamp the bingo card

- One bingo card completed will equal one entry into a drawing and two bingo cards completed will equal three entries into a drawing. Yes, that is right—THREE entries!
- The conference committee will draw four winners for a \$25 Amazon gift card.
- Completed bingo cards will need to be submitted to the Registration Desk by Wednesday, following breakfast.

Business Partners:

- Sunday, 6:30PM to 8:00PM: Exhibitor Set-Up
- Monday, 8:00AM to 9:30AM: Exhibitor Set-Up
- Business Partner name will be placed on the booth for easy navigation.
- Business Partner Bingo:
 - Please either sign or stamp each attendees' bingo card once they visit your booth.
 - Bingo will be cover all
- Breakdown of the booth: You can either break down your booth between 10:00AM – 11:15 AM or between 1:15PM – 2:00 PM on Wednesday. You will **not** be able to break down your booth between 11:15AM -1:15PM on Wednesday, due to the lunch and general session that is occurring in the same room at that time, so please plan accordingly.

Are You Attending a Federal Session by Craig Rorie?

- FSA has asked us to obtain a separate registration through this link for Craig to be able to do his presentations and plan for your attendance. Please click here to register: <https://web.cvent.com/event/358f842b-9ea4-4502-a64b-fc5ed3b7827e/regProcessStep1?rp=00000000-0000-0000-0000-000000000000>.

Important Links:

- Agenda and Session Descriptions (if you want to print the agenda and bring with you— a pocket program will also be provided at the conference): https://whova.com/embedded/event/pasfa_201910/?utc_source=ems
- If you are not a current PASFAA member (membership expired 9/30/19 for those who didn't renew yet), you will need to renew your membership or purchase add-on event items before being able to access the online agenda on PASFAA's website.
- Whova App: Go to the App Store (Apple phones) or Google Play (Android phones).



- Search for “Whova” and look for this logo:
- You can sign in with your email address and create a password.
- Once downloaded on your phone, click on “Find My Event/Conference” and search for “PASFAA Conference 2019”.
- Go to the top left corner of the app and click on your name. You can then click on “Edit My Profile” and add your biography, photo and other personal information in this section.
- Meals: <https://www.pasfaa.org/wp-content/uploads/2019/09/Menu-Selections-final-2.pdf>

Still Have a Question?

- Email pasfaaconference2019@gmail.com
- Or send a message through the Whova app to the conference organizers if you have questions! Go to “Community” → then click “Ask Organizers Anything”!

See you in Hershey!