

# 2022 PASFAA Conference Survival Guide



## General Information:

- **Conference Location:**  
Seven Springs Mountain Resort  
777 Water Wheel Dr.  
Champion, PA 15622
- **Free parking**
- **Dress code** - No dress code! Dress as you would like; conference rooms can get chilly sometimes, so plan accordingly in case you need a layer. No requirements for meals or activities :)
- Dinner on both Monday and Tuesday will be in the Foggy Goggle
- Look for the **Conference Committee** to answer any questions you have. They will be wearing t-shirts Monday thru Wednesday to make them easily identifiable and are happy to help!
- This year's **charity** is the Veteran's Breakfast Club - to learn more about them, visit their website: <http://veteransbreakfastclub.org/>
- If you are not a current PASFAA member (membership expired 9/30/22 for those who didn't renew yet), you will need to renew your membership before registering for the conference. Members who haven't renewed and non-members will only be able to access the conference agenda on PASFAA's conference page (<https://www.pasfaa.org/2022-conference/>)
- Membership renewal can be accomplished by logging in at [pasfaa.org](http://pasfaa.org). Non-members can join PASFAA here: <https://www.pasfaa.org/member-register/#join>
- Email the Conference Committee at [pasfaaconference@gmail.com](mailto:pasfaaconference@gmail.com) or Stephanie Schrift at [sschrift@francis.edu](mailto:sschrift@francis.edu) with any questions
- There is a "PASFAA Help Desk" option in the Cvent app

# 2022 PASFAA Conference Survival Guide

## First time at Conference?

- There will be a fun game for First Timers, and you are welcome to ask any Conference Committee member any questions you have!

## Fundamentals:

- All Fundamentals attendees will report directly to the Sunburst Room and will check in with Fundamentals Chair, Amy Hooper.
- Fundamentals training is Sunday, 1:00PM to 5:00PM and Monday, 8:00AM to 11:00AM.
- Following the closing of Fundamentals, those planning to attend the annual conference will need to check in at the Registration Desk located in the Stag Pass.

## Leadership:

- All Leadership registrants will report directly to the Snowflake Room and will check in with the Leadership Chair.
- Leadership Workshop is Sunday, 1:00PM to 5:00PM and Monday, 8:00AM to 11:00AM.
- Following the closing of Leadership, those planning to attend the annual conference will need to check in at the Registration Desk located in the Stag Pass.

## Keynote Speaker Todd DePastino:

- Todd DePastino is founding director of the **Veterans Breakfast Club**. Todd's interest in veterans' stories first grew out of his work as a historian. Todd is author and editor of seven books, including the award-winning *Bill Mauldin: A Life Up Front* (W.W. Norton), a biography of the famed WWII cartoonist. He has a Ph.D. in American History from Yale University and has taught at Penn State Beaver and Waynesburg University, where he received the Lucas-Hathaway Award for Teaching Excellence.

# 2022 PASFAA Conference Survival Guide

## 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 Dan Wray if you did not already ([daniel.wray@pheaa.org](mailto:daniel.wray@pheaa.org)) and he can upload it to the conference app for you. If you prefer, you can also enter your bio directly on the Cvent app in your Profile.
- [Click here to access the Speaker Resource Center](#)

## Cvent App:

- Download Cvent Events from the App Store (Apple) or Google Play (Android) to stay up to date with the latest news and announcements, see your personal schedule, and create your event profile.
- Event ID: **PA 7Springs22** (please note there is a space after “PA”)
- If you already used the Cvent app to participate in a previous event, whether it was a PASFAA event or not, you will need to log into the app, click on the Profile icon at the bottom (the icon that looks like a person), click the "gear" icon to access Settings, and then click "Exit Event" at the bottom of the screen. After you follow this procedure, you will be able to access PASFAA Conference 2022.

## 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.

# 2022 PASFAA Conference Survival Guide

## Evening Activities:

- Monday Night: Casino Night!  
Feeling lucky? Come join us for a night of fun and prizes! Gamblers will win tickets, which can be used to enter drawings for prizes ranging from \$5 in value to \$350 in value! Cash bar will be available, as well as a live band and a 360 degree photo booth! Tickets will be available for non-gamblers as well.
- Tuesday Night: We'll have a DJ and cash bar for your entertainment!

## Cash/Cashless Transactions

- Seven Springs is a cashless location. The cash bars will accept credit cards and can charge back to your hotel room, but no areas of the resort accept cash.
- Cash will be accepted for the Charity Basket Raffle.
- We recommend being prepared with both cash and cashless options. There is a PNC ATM onsite.

## Charity 50/50 Raffle

- We encourage you to participate in the 50/50 raffle, which will benefit the Veteran's Breakfast Club
- Entries will only be accepted electronically. either on the Cvent app or by [clicking here](#).
- Winner will be selected electronically

## Charity Basket Raffle:

- Purchase of charity basket raffle tickets will be available on-site 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.

# 2022 PASFAA Conference Survival Guide

## Charity 5K Run/Walk:

- You can still register for the Charity 5K Fundraiser here:  
<https://www.pasfaa.org/2022-conference-5k-fundraiser/#!form/Conference20225K>
  - Registration will continue until Tuesday morning for any last-minute deciders!
- Registration includes a cool T-shirt!
- Tuesday, 7:00AM – 9:00AM (Meet in hotel lobby at 6:45am - shuttle to the starting point leaves promptly at 7:00AM!)
- Shuttle will run continuously throughout the event
- Waivers will be provided in your packet and must be submitted to Erin Stevens prior to the walk/run.

## Business Partners:

- Sunday, 2:00PM to 8:00PM: Exhibitor Set-Up
- Monday, 8:00AM to 9:30AM: Exhibitor Set-Up
- Business Partner names will be placed on the booth for easy navigation.
- Business Partner Scavenger Hunt: Please either sign or stamp each attendees' passport once they have found the Epic Leader hidden in your booth.
- Breakdown of the booth: You can either break down your booth between 9:30AM – 11:00 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.

## Important Links/Information:

- If you are not a current PASFAA member (membership expired 9/30/22 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.
- For additional information such as ride sharing and to view the full (printable!) conference agenda, visit <https://www.pasfaa.org/2022-conference/>
- Email the Conference Committee at [pasfaaconference@gmail.com](mailto:pasfaaconference@gmail.com) or Stephanie Schrift at [sschrift@francis.edu](mailto:sschrift@francis.edu) with any questions
- There is a "PASFAA Help Desk" option in the Cvent app