

2023 PASFAA Conference Survival Guide



General Information:

- Conference Location:
Hershey Lodge
325 University Drive
Hershey, PA 17033
- Parking - Complimentary self-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 :)
- Registration - If you are not a current PASFAA member, 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/2023conference/>)
 - Membership renewal can be accomplished by logging in at pasfaa.org. Non-members can join PASFAA here: <https://www.pasfaa.org/member-register/#join>

- Cvent App: 

- Download Cvent Events from the App Store (Apple) or Google Play (Android) to visit exhibitors' virtual booths, stay up to date with the announcements, see your personal schedule, and create your event profile.

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- Event ID: **PA Conference2023** (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) and then click "Exit Event" at the bottom of the screen. After you follow this procedure, you will be able to access PASFAA Conference 2023.

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. If you indicated this on your conference registration, your request has already been made with the hotel staff. Please mention this at the conference registration desk, just to be sure you have everything you need.
- To purchase Guest Meals, click this link: <https://www.pasfaa.org/?p=19768>

Evening Activities:

- Monday Night: GLOW Party, DJ, and Dancing! Come Rock, GLOW, and dance with us. Cash bar will be available, as well as entertainment from HD Entertainment DJs. There will be a photo booth available from FX Photo Booths with conference themed printouts to capture the fun with your friends, both old and new. For even more fun, wear white or neon clothes.
- Tuesday Night: We'll welcome HD Entertainment back as they DJ the event as well as a cash bar for your entertainment! Come prepared to showcase your music knowledge and win some prizes at the music trivia game.

Charity 50/50 Raffle:

- All proceeds will benefit the PASFAA Student Scholarship.
- Purchase tickets on the Cvent app or by [clicking here](#). The winner will be selected electronically during lunch on Wednesday.

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Charity Basket Raffle:

- Purchase raffle tickets on-site Monday, October 2 to Wednesday, October 3. Proceeds support the PASFAA Student Scholarship. Sales will end at the start of the 10:15 AM breakout session on Wednesday, October 3.
- Winners will be announced following the closing business meeting. You do not need to be present to win but your ticket does. If you are unable to attend on Wednesday, please leave your tickets with a colleague. You must pick a colleague willing to deliver your prize to you!
- Tickets: \$5 for one sheet of 25 tickets, or \$20 for 5 sheets! (cash only).

New this year - Bundle your Fundraising!

- This year you can bundle and save on your fundraising options!
- We are offering the following bundle for \$50:
 - Fifteen 50/50 tickets
 - Five sheets of basket raffle tickets
 - a 2023 Conference T-shirt
- You're receiving a \$65 value!!
- Purchase your bundle by [clicking here](#).
- Bundles can be picked up with your registration packet when you check in for the conference.

Charity 5K Fundraiser:

- Register here: <https://www.pasfaa.org/2023-conference-5k-fundraiser/#!/form/Conference20235K>
- Registration will continue until Tuesday morning for any last-minute deciders!
- Your \$15 donation includes an event T-shirt with conference logo.
- Meet at 6:45 AM at the conference registration area on Tuesday, October 3. The event starts at 7:00 AM.

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Conference Games!

- **PASFAA Bingo** – a dynamic game featuring all our valued business vendors' logos. Dive into the excitement as you visit each vendor, each with a hidden answer under their logo on the Bingo Board. Your mission? Decode the answer to match the corresponding question. This game isn't just about booths; it's about sparking genuine connections.
 - Complete your Bingo Board with all vendor signatures and return it by Tuesday at 5:00 p.m. for a chance to win one of five \$25 prizes. Winners will be announced post-conference or during Wednesday's lunch. Join the fun, network, and test your knowledge. Best of luck!"
- **'Who's Who-Fun Facts':** Connecting PASFAA First Timers with Fun Facts!
 - Get ready for an engaging game to foster connections between our business partners and first-time attendees. We've gathered intriguing and unique fun facts about our business partners that showcase their personalities and more. It's an exciting way to kickstart your first PASFAA experience!
 - Each completed game piece comes with a PASFAA Swag item, and you'll be entered into a random drawing for one of two \$50 prizes. Join in the fun, connect with fellow attendees, and get ready for an welcoming PASFAA journey!

Important Links/Information:

- If you are not a current PASFAA member (membership expired 9/30/23 if you 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 our conference agenda, visit <https://www.pasfaa.org/2023conference/>
- Email the Conference Committee at pasfaaconference@gmail.com with any questions.
- If you need help during the conference:
 - There is a "PASFAA Help Desk" option in the Cvent app.
 - Look for a Conference Committee Member. They will be wearing gray vests!

Presenters:

- If you haven't done so already, please [register for the conference](#).

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- Laptops will be provided for your session and will have your PowerPoint loaded onto the device; however, please bring your presentation on a flash/thumb drive just in case.
- Click here to access the [Speaker Resource Center](#) to load your bio and photo.
 - When you arrive at the Center, please click the LogIn button at the top right, and log in with the name and email address you used when registering for the conference. Logging in will require you to receive and enter a verification code. After logging in, you can click the My Sessions and My Profile buttons in the top navigation menu to load your bio and photo.

Business Partners:

- Exhibitor Set-Up Times:
 - Sunday, October 1, 2023, from 5:30 PM – 6:30 PM
 - Monday, October 2, 2023, from 8:00 AM – 9:30 AM
- Business Partner names will be placed on the booth for easy navigation.
- Booth Breakdown Times:
 - Option 1: Wednesday, October 4, 2023, from 10:00 AM – 11:15 AM
 - Option 2: Wednesday, October 4, 2023 from 12:30 PM – 1:30 PM
 - You will not be able to break down during the “Lunch – PASFAA Business Meeting/Charity Basket Raffle” between 11:15 AM – 12:30 PM, so please plan accordingly.

PASFAA Fundamentals Training:

- All Fundamentals attendees will report directly to Cocoa Suite 2 and will check in with Kim Cravotta.
- Fundamentals Training hours:
 - Sunday, October 1, 2023, from 12:00 – 5:00 PM
 - Monday, October 2, 2023, from 8:00 AM – 11:00 AM
- Following the closing of Fundamentals, those planning to attend the annual conference will need to check in at the Registration Desk in the Chocolate Lobby.

PASFAA Leadership Training:

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- All Leadership registrants will report directly to Cocoa Suite 3 and check in with Tara Verrico.
- Leadership Training hours:
 - Sunday, October 1, 2023, from 12:00 – 5:00 PM
 - Monday, October 2, 2023, from 8:00 AM – 11:00 AM
- Following the closing of Leadership, those planning to attend the annual conference will need to check in at the Registration Desk in the Chocolate Lobby.

We can't wait to see you at the Lodge!

