



## FAQs – NABT 2018 Annual Professional Development Conference

### What are the dates of the conference?

- Thursday, November 8 – Sunday, November 11, 2018

### Where will the conference be held?

- Sheraton San Diego Hotel & Marina
- Point Loma Peninsula
- 1380 Harbor Island Dr.
- San Diego, CA 92101

### How can I make a hotel reservation?

- Call the hotel at 619-291-2900 and tell the reservation office you are attending the NABT conference to receive the special conference rate.
- Go to the NABT website and click on the hotel reservation link:  
<https://book.passkey.com/event/49569601/owner/563/home>
- The NABT room rate is \$179 per night plus tax, single and double occupancy.
- The hotel reservation deadline is October 15, 2018.

### How do I get from the San Diego International Airport (SAN) to the hotel?

- The Sheraton San Diego Hotel & Marina provides complimentary San Diego airport shuttle service to/from the San Diego International Airport. The courtesy airport shuttle arrives every 20-25 minutes from 4:45 am – 1 am, seven days a week. The hotel is also within easy walking distance of airport.

### Who to call:

- Sponsor/vendor contact is Andrew Delgatti at Network Media Partners; 410-584-1981; [adelgatti@networkmediapartners.com](mailto:adelgatti@networkmediapartners.com).
- Conference registration questions – [conference@nabt.org](mailto:conference@nabt.org) or Donielle Rininger at 888-501-6228.
- Cancellation of registration -- contact NABT at [conference@nabt.org](mailto:conference@nabt.org).

### Important conference dates at-a-glance

- Presentation submissions due **March 15, 2018**.
- Notifications of acceptance (to primary presenter) **May 1, 2018**.
- Accepted proposal presenters must register by **May 31, 2018**.
- **Early registration ends on July 31, 2018**.
- **Advance registration ends on October 22, 2018** (*Paper registrations must be postmarked 10/22 or earlier to receive advance registration pricing upon receipt by the NABT office.*)
- Last day to request (in writing) a registration refund (non-presenters) is **October 22, 2018**.
- **Onsite registration will be available November 8, 2018**.

### **Conference refund policy/Cancellation policy**

- If you must cancel for any reason, please **notify NABT in writing by October 22, 2018**. A \$10 handling fee will be assessed for all refunds. *No refunds will be made after October 22.*  
**Registration fees for program participants are not refundable at any time.**
- Can I transfer my registration if I can't attend? Yes; contact [conference@nabt.org](mailto:conference@nabt.org).

### **What if I need to change my presentation?**

- Contact NABT at [conference@nabt.org](mailto:conference@nabt.org).

### **Do I get any benefits as a presenter?**

- No, session presenters must register for the conference by May 31.

### **What if my session proposal is accepted, but I don't get funding from my school to attend?**

- Please notify NABT staff ASAP at [conference@nabt.org](mailto:conference@nabt.org) if you are unable to present. If you have another presenter lined up to lead the presentation, please forward their information to [conference@nabt.org](mailto:conference@nabt.org).

### **If my session proposal is accepted, when will I be notified about room assignments and set up information?**

- Primary presenters will be notified by August 1, 2018.

### **Do I have to be a NABT member to submit a session proposal?**

- The opportunity to present is open to members and non-members.

### **I live outside of the U.S. and need a letter before my visa will be approved.**

- Requests will be reviewed on a case-by-case basis and if determined appropriate, NABT will provide an invite letter to the requester.

### **I'm receiving an award at the Honors Luncheon. How do I register for this event?**

- Award recipients will be contacted with instructions on registration for themselves and their one (1) complimentary guest.

### **Can I volunteer at the conference?**

- If NABT offers any volunteer opportunities, they will be announced in early autumn.