



# CHICAGO 2019

## FAQs – NABT 2019 Annual Professional Development Conference

- [What are the dates of the conference?](#)
- [When will registration open for this conference?](#)
- [Where is the conference being held?](#)
- [How can I make a hotel reservation?](#)
- [What airports serve this hotel?](#)
- [Is there complimentary parking at the hotel?](#)
- [Who should I call if I have questions?](#)
- [Important conference dates at-a-glance](#)
- [What's included with my registration?](#)
- [Can I register a group of teachers to attend?](#)
- [How do I rejoin/renew my membership AND register for the conference \(non-member opportunity\)?](#)
- [Conference refund policy/Cancellation policy](#)
- [What if I need to change my presentation?](#)
- [I have been accepted as a presenter, do I need to pay for my registration?](#)
- [I will be attending the conference as a representative for an Exhibitor/Sponsor, do I need to register?](#)
- [What if my session proposal is accepted, but I don't get funding from my school to attend?](#)
- [If my session proposal is accepted, when will I be notified about room assignments and set up information?](#)
- [Do I have to be a NABT member to submit a session proposal?](#)
- [I live outside of the U.S. and need a letter before my visa will be approved.](#)
- [I'm receiving an award at the Honors Luncheon. How do I register for this event?](#)
- [Can I volunteer at the conference?](#)



# CHICAGO 2019

## What are the dates of the conference?

- Thursday, November 14 – Sunday, November 17, 2019

## When will registration open for this conference?

- Registration will open in March (on or about the 15th)

## Where is the conference being held?

- Sheraton Grand Chicago
- 301 E North Water Street
- Chicago, IL 60611

## How can I make a hotel reservation?

- Call the hotel at 312-464-1000 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: [Passkey coming soon](#)
- The NABT room rate is \$189 per night plus tax, single and double occupancy.

## What airports serve this hotel?

- The Sheraton Grand Chicago is located 12 miles from Chicago Midway International Airport (MDW), and 18 miles from Chicago O'Hare International Airport (ORD). **This hotel DOES NOT offer shuttle service to either airport.** Driving directions from the airports, and additional transportation options, are available on the hotel's website at <https://www.marriott.com/hotels/maps/travel/chigs-sheraton-grand-chicago/>

## Is there complimentary parking at the hotel?

- No. On-site parking is \$59/day; Valet parking is \$69/day.

## Who should I call if I have questions?

- Sponsor/vendor contact is Mr. Kim Daniele at MCI Baltimore / 410-584-1965 / [kim.daniele@mci-group.com](mailto:kim.daniele@mci-group.com)
- Conference registration questions – [conference@nabt.org](mailto:conference@nabt.org) or Donielle Rininger at 888-501-6228.
- Cancellation of registration – send written request to NABT at [conference@nabt.org](mailto:conference@nabt.org)



# CHICAGO 2019

## Important conference dates at-a-glance

- Presentation submissions due **March 15, 2019**.
- Notifications of acceptance (to primary presenter) **May 1, 2019**.
- Accepted proposal presenters must register by **May 31, 2019**.
- **Early registration ends on July 31, 2019**.
- **Advance registration ends on November 1, 2019** (*Paper registrations must be postmarked 11/1 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 **November 1, 2019**.
- **Onsite registration will be available November 14, 2019**.

## What's included with my registration?

- All registration types include access to regular sessions and receptions. Exhibitors, Sponsors, Honorary Luncheon Only, and Non-teaching Guest registrants will not receive an attendee bag or materials.

## Can I register a group of teachers to attend?

- Yes, Dept secretaries/administrators can register a group (2-6 teachers) - [start here](#). Unique information for teachers being registered includes: email address, cell phone #, Emergency Point of Contact (EPOC) person's name and cell number, dietary restrictions/special needs, NABT member status (& ID), and whether they want to opt-out of sharing contact details with exhibitors (that they visit during the conference). For faster registration processing, this information should be collected from teachers prior to completing the online forms.

## How do I rejoin/renew my membership AND register for the conference (non-member opportunity)?

- [Watch this video tutorial](#), or follow the steps below:
  - o Go to the store and purchase your membership FIRST, then
  - o Click Continue Shopping and
  - o Select the 2019 Conference registration link
  - o Follow the on-screen prompts
  - o While the registration prices shown in the Registration Wizard will be the non-member rates, your registration fees will be adjusted to member rates during Check-out.
- If you have any questions, contact us at [store@nabt.org](mailto:store@nabt.org)



# CHICAGO 2019

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

- If you must cancel for any reason, please **notify NABT in writing by November 1, 2019**. A \$10 handling fee will be assessed for all refunds. *No refunds will be made after November 1. 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).

## **I have been accepted as a presenter, do I need to pay for my registration?**

- Yes. All presenters are required to pay for their registration to the NABT conference by May 31.

## **I will be attending the conference as a representative for an Exhibitor/Sponsor, do I need to register?**

- Yes. Everyone who will be in on-site in Chicago must have a registration on file. The primary contact for each Exhibitor/Sponsor will receive an email from MCI with instructions for how to register attendees.

## **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, 2019.

## **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.