

Frequently Asked Questions 2014 Annual Conference & Expo

What are the dates of the conference?

- ACA Conference and Expo dates: Thursday, March 27 through Sunday, March 30th
- Pre-conference Learning Institute dates: Wednesday, March 26th and Thursday, March 27th

What is the difference between the Pre-Conference Learning Institutes and the Education Sessions?

Learning Institutes are pre-conference workshops and take place two days before the start of the conference, on Wednesday, March 26 and Thursday, March 27. The Learning Institutes are six-hour (daytime) and three-hour (evening) sessions that offer practical knowledge, strategies and intervention techniques. ***Learning Institute registration is not included in the conference registration.*** Education Sessions are held during conference in 90 and 60-minute segments, and 30-minute poster sessions. The Education Sessions will be held Friday, March 28 through Sunday, March 30th.

How do I get CE credit for attending the ACA Conference?

Complete a session evaluation for each session you attended (including Learning Institutes) during conference at the CE/Evaluation kiosks near the registration area or after the conference at www.prolibraries.com/counseling. After the Conference, you will be able to print out a copy of your CE certificate from your home computer at no additional cost.

How much CE credit can I earn at Conference?

One (1.0) continuing education contact clock hour is given per session hour. An attendee could earn up to 18 CE hours during pre-conference and another 16 during the Conference Education Sessions! **100% attendance is required to receive credit during each Session.**

Pre-conference Learning Institutes:

- Daytime LI= 6.0 CE hours ,
- Evening LI = 3.0 CE hours,
- Red Cross = 3 CE hours

Education Sessions:

- 90-minute = 1.5 CE hours
- 60-minute = 1.0 CE hour

When will the Exhibit Hall open?

- Thursday, March 27 from 4:00 p.m. – 6:00 p.m. (Expo Grand Opening)

The exhibit hall opens immediately after the keynote session.

- Friday, March 28th from 10:00 a.m. – 5:30 p.m.
- Saturday, March 29th from 9:30 a.m. – 5:30 p.m.

Can I register for the Conference onsite?

Yes, you may register for the conference onsite. The cost will be slightly higher.

After February 15th the rate will increase:

- \$345 for Student/New Profession and Retiree
- \$480 for Professional/Regular Member
- \$505 Non-member Student Attendee
- \$615 for Non-member/General Attendee
- \$300 One Day Registration
- \$200 Guest Registration
- \$25 Expo Only

Can I register for the conference for one day?

Yes, the cost for a one-day registration is \$300.

Can I bring a guest to the conference?

If you would like to bring a guest to the conference, we now have a special rate of \$200. The rate includes a ticket to the opening party, entrance into the Expo and keynote sessions. The guest cannot be an ACA member or ACA lapsed member. This rate does not apply to anyone who is involved in an educational presentation. Guest passes are good for the duration of the conference. *CE and Academy Certificates cannot be earned with a Guest registration.*

Can I bring a family member or friend into the exhibit hall?

Yes, there is a \$25 fee for an exhibit hall guest pass and the conference attendee must accompany the guest. Children 12 and under can enter the hall free of charge.

Can I submit my registration by a purchase order?

Yes. Please send in the purchase order, along with your registration form, to the attention of the ACA Accounting Department, 5999 Stevenson Ave., Alexandria, VA 22304-3300. Accounting will send an invoice to the institution for payment. If payment by check or credit card is not received by the time the registrant arrives at conference, he or she will be required to sign a promissory note and present a credit card to guarantee payment should the institution not pay within 30 days. Accounting will call or e-mail everyone with a balance due prior to the conference.

Where can I pick up my conference materials?

You will receive a confirmation within three weeks of receipt of your registration. If you do not receive confirmation within 3 weeks, please call 800-347-6647x222.

In early March 2014, you will receive your Registration Packet in the mail, which will contain your badge and ticket(s). Please remember to bring these items with you. You will be able to pick up your Tote Bag by presenting a ticket, which will be mailed with your badge. The tote bag distribution area will be located at the Hawaii Convention Center.

Where will the ACA Conference activities be held?

All ACA and Division meetings and special events such as business meetings, board meetings, committee meetings, and receptions as well as the ACA Awards Ceremony, Opening Night Celebration, and the First Timers Orientation Reception will be held at the Hilton Hawaiian Village and Resort (the headquarter hotel). The conference keynotes, registration, Learning Institutes, Education Sessions, and exhibits will be held at the Hawaii Convention Center.

What are the ACA hotels?

There are five contracted conference hotels in Hawaii:

- Hilton Hawaiian Beach Resort & Spa – ACA headquarter hotel
- Ala Moana Hotel
- Hawaii Prince Hotel Waikiki and Golf Club
- Sheraton Waikiki Hotel
- Ohana Waikiki East Hotel

Will ACA provide a shuttle bus?

ACA will provide limited complimentary shuttle bus transportation between ACA-designated hotels and the Hawaii Convention Center. Please check your hotel lobby for shuttle bus schedules. Onsite assistance can be secured at the ACA Registration desk at the Hawaii Convention Center.

What is the dress code for the conference?

- **Daytime Sessions**

In an effort to maintain a professional atmosphere, we require business casual attire for all daytime sessions. Please refrain from wearing shorts, baseball caps, flip flops, halter cut tops, sun dresses, torn/frayed denim, club wear and any other inappropriate workplace attire.

- **Friday Night Opening Celebration**

Dress to impress and wear comfortable shoes to dance the night away.

What meals are provided at the conference?

- **Thursday, March 27**- 4:00 p.m. to 6:00 p.m. *Expo Grand Opening* – Light h'orderves
- **Friday, March 28**, 12:00 p.m. to 2:00 p.m. – Lunch in the Expo Hall
- **Friday, March 29** 9:00 p.m. to 12:00 a.m. *Opening Party* – Food stations and heavy h'orderves
- **Saturday, March 30**, 12:00 p.m. to 2:00 p.m. – Lunch in the Expo Hall

What food options are available for purchase in the area?

There are many food options and restaurants available within walking distance to the Convention Center. Food will be sold at the concession stands located at the convention center and at each of the hotels.

Thank you and we look forward to seeing you in Hawaii!!!