

## GENERAL INFORMATION

### RESERVATIONS

Little America is in the heart of Salt Lake City at 500 South Main Street and is easily accessible to downtown by light rail. To make reservations call (800) 801-596-5854 and mention NAEOP or make reservations online at <https://reservations.travelclick.com/4650?groupID=2573225>. Reservation deadline is June 20, 2020. Room rates are \$ 149.00. Complimentary parking is available for hotel guests. Valet parking is available as well.

### AIRPORT/SHUTTLE

Salt Lake International Airport provides six light rail TRAX access from the airport to downtown for only \$ 2.50. Once at the hotel, fare is free throughout the downtown area. Runs seven days a week, 5:00 am to 11:00 pm. Other options are: Uber, City Cab 801.363.5550, Yellow Cab 801.521.2100, and Ute Cab 801.359.7788.

### HOTEL DINING

**The Coffee Shop** prepares their menu from scratch with favorites including baked halibut, prime rib, and of course, their hot roast turkey sandwich.

**Lucky H Bar & Grille** defines the heartbeat of the local area by bringing together great food and the families that call our community home. The New American Classic menu includes perfectly prepared steaks, seafood, and pasta, as well as small bites and appetizers available at the bar. Enjoy a Lucky H Burger and chips for just \$6 every Monday from 5:00 PM to 10:00 PM. Lucky H Bar is 21 and older. A valid ID is required.

**Lobby Lounge** is situated just inside the main lobby and is ideal for relaxing and unwinding after a long day. The Lobby Lounge offers complimentary wireless internet twenty-four hours a day.

**In-Room Dining** Whether you want to arrange a romantic dinner for two, breakfast in bed, or a late-night snack, In-room Dining offers a wide selection of carefully prepared menu items no matter the hour.

### CONFERENCE APP/SOCIAL MEDIA

Connect and share stories, photos and insights on social media using the conference hashtags **#SLCNAEOP2020** and **#EOPStrong**. Visit the Social Media Booth near the registration desk to learn more.

### CONFERENCE CHECK IN

Check in to receive your packet (and bag if ordered one or are a first timer) will be on Monday, July 20, 7:00 am - 7pm – Wednesday, July 22, 7:00 am -3:00 pm. You will receive the conference schedule including the hotel map, meal tickets, and information needed for the conference. There will also be a photo op booth set up for you to take your own pics for memorabilia.

### OPENING SESSION/KEYNOTE SPEAKER/FLAG CEREMONY

The opening session is scheduled for Tuesday, July 21, 8:00 - 10:00 am. We love America and our states, so during the flag ceremony show your love by wearing your state colors or something patriotic. We are honored to have Rhonda Scharf as our Keynote Speaker who will start the conference with "Sometimes You're the Bug and Sometimes You're the Windshield."

### CONFERENCE BREAKOUTS

Within this packet you will find the list of three Summit learning opportunities, as well as a variety of breakout sessions. The one-and-a-half-hour breakout sessions cost is \$ 10.00 each, and the two-hour sessions cost is \$ 15.00 each.

### ADVISORY COUNCIL

Advisory Council is held to discuss the operations of NAEOP, hear suggestions from the affiliates of changes/improvements and to make recommendations to the NAEOP board. All attendees to the conference are welcome to observe, but only those that are delegates can participate in the discussions, elections for committees and vote on the business at hand.

This will be held on **Monday, July 20, 12:30 pm – 3:00 pm**. NOTE: **(This is an earlier time in the conference than in the past for the 2019-20 Board of Directors to review and discuss items presented in Advisory Council. The items can then be presented and voted on in Second General session.)**

## CONFERENCE LAYAWAY

A layaway program has been established with a minimum down payment of \$ 50.00. You can pay over time, so your conference registration will be paid 30 days before conference. The form can be found on page 14.

## MARKETPLACE

The Marketplace provides vendors from across the state, such as LuLaRoe, Usborne Books and others, with items for purchase. Also, we will have baskets from our states. Tickets can be purchased for a chance to win some great prizes. The Marketplace will be open, Monday, July 20, 5:30 pm – 9:00 pm, Tuesday, July 21, 11:00 am – 4:00 pm, Wednesday July 22, 12:00 pm - 5:00pm, Thursday, July 23, 7:30 am – 10:30 am. Winners of all raffles will be announced at 11:45 am on Thursday, July 23.

## HOSPITALITY SUITE

This will be a great time to network with other Office Professionals and enjoy some snacks as well. The Hospitality Suite will be open **Tuesday, July 21, 5:00 pm – 8:00 pm, Wednesday, July 22, 12:00 pm – 5:00 pm, Thursday, July 23, 11:00 am – 4:00 pm.**

## FIRST TIMERS RECEPTION

If you are attending conference for the first time, sign up for the fun and exciting First Timers reception. You will have a mentor to help you through the process and you will meet other First Timers to network with.

## AREA MEETINGS

Area meetings will be held to conduct area business, as well as hold area and/or NAEOP committee elections.

## MEALS

In your packet at the conference registration desk, you will be given a ticket for each of your meal choices. These should be shown to the servers at each meal once seated. Are you interested in bringing a guest? Select the choice in the guest section of the registration form.

## AWARDS BANQUET/ADMINISTRATOR/OFFICE PROFESSIONAL OF THE YEAR/PSP RECIPIENTS

**Choice A** - Salmon with Jasmine Rice and Seasonal Vegetable, **Choice B** - Chicken with Grilled Pineapple, Jasmine Rice and Seasonal Vegetable, Dessert (mixed berry sabayon) - \$ 60.00

## COUNCIL BRUNCH

Traditional Buffet – Fruit/Yogurt/Pastries, Croissants, Cereal/Granola and Eggs/Potatoes/Meat - \$ 45.00

## RETIREES

Deluxe Continental – Fruit/Muffins/Croissants - \$ 30.00

## MEMBER AWARDS LUNCHEON

South of the Border Buffet – Soup/Salad, Taco/Enchilada, Dessert - \$ 45.00

## NAEOP 2019-2020 BOARD INSTALLATION LUNCHEON

**Choice A** - Chicken with Lemon Orange Sauce, Couscous and Seasonal Vegetable, **Choice B** - Pork with Roasted Potatoes and Rosemary Glaze, Wedge Salad. \$ 45.00 – Dessert served at reception after installation.

