

LEARN Initiative

An informational newsletter for new members to help unlock the keys to the National Association of Educational Office Professionals (NAEOP)

Presidents and Presidents elect Tips—Attending First NAEOP Conference

State presidents frequently are attending the NAEOP Conference as first-time attendees. Frequently, they are also their state's delegate to Advisory Council. This can all be overwhelming to a first-time attendee. This issue contains helpful information on what they should attend and do at the conference.

- Attend the First timer's reception, visit with your mentor and get acquainted with other first-time attendees.
- If you will be carrying your state flag in the opening flag ceremony, attend the flag ceremony practice.
- If you are your state's delegate to Advisory Council, review all Advisory Council information prior to the conference (it will be emailed to you and posted on the NAEOP website in the Members Area), discuss agenda items with local and /or state affiliates submit your pre-nomination for election to a NAEOP committee, attend the Advisory Council orientation, take part in the discussions during Advisory Council. *Feel free to ask questions at any time!*
- If you aren't a delegate, attend Advisory Council as an observer to learn more about the proceedings of NAEOP.
- Attend the Meet and Greet hosted by NAEOP past presidents.
- Bring business cards and state pins to share and network.
- Make time to go the Hospitality room at the conference to continue networking.
- Go to the Exhibits/Marketplace room. You will have the opportunity to purchase raffle tickets for the state baskets. Vendors will also be present with a variety of items to purchase.
- Take part in networking in the Summit, Breakouts, General Sessions, and throughout the conference.
- Elections to NAEOP Standing Committee will take place during Advisory Council and at Area meetings.
- Download the NAEOP App for up to date information.

Remember:

Ask questions any time.

We all want you to have a positive experience at the conference.

We have all been first-time attendees and have walked in your shoes.

We are here to help you!

Some More Practical Tips:

- Bring \$1 and \$5 bills for tipping the bell boys and other hotel staff
- Bring quarters for the vending machines and your night time snacks
- Bring a night light for the restroom
- Bring congratulations cards for PSP recipients and board of directors you know and want to acknowledge during the conference
- Bring an extra pair of comfortable shoes
- Conference rooms are often chilly, bring sweaters or jackets to layer your clothing
- Bring a stamp or two if you are sending post cards home
- Bring charging plug-ins for your multiple electronic devices

Mission: The mission of the Association is to provide professional growth through leadership, education, achievement, recognition, and networking opportunities for educational office professionals

Join us on Social Media:



Get connected with members!

Are you a First Time Delegate to the Advisory Council?

The Advisory Council Delegate packet may be found on the NAEOP website in the Members Only section, located in the upper right-hand corner in the area entitled 2019 Conference Documents. The packet includes several forms and information memos that you will want to review, complete, and return to the national office by May 15. Forms can be returned electronically, by fax, or by US Mail.

Contact Jenny Jackson with questions: jenny@naeop.org

When you joined NAEOP, you received login information to log into the "Members Only" section: **Remember:**

Username: your email address

Password: N@eop2015

Be sure to use upper and lower case as indicated.

This year's Advisory Council Chairman is Teresa Himmelberger, CEOE, our Southwest Area Director.

You may reach her with questions at southwest@naeopboard.org

Be sure to visit our website: <https://naeop.org>