

NC ASSOCIATION OF SOIL AND WATER CONSERVATION DISTRICTS
2016 Annual Meeting

“Conservation – Contagious Enthusiasm”

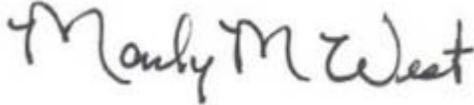
To: District Supervisors, Partners and Friends
Re: Registration for the 72nd Annual Meeting of the
North Carolina Association of Soil and Water Conservation Districts
Sheraton Imperial Hotel & Convention Center
Durham, North Carolina
January 3-5, 2016

I would like to invite everyone to the 72nd Annual Meeting of the North Carolina Association of Soil and Water Conservation Districts. This page includes important information for our meeting – please go to http://www.ncagr.gov/SWC/professional_development/NCASWCDAnnualMeeting.html for more information:

1. The **Sheraton Imperial Hotel & Convention Center** is the ideal site for the meeting and the facility can accommodate our crowd of 700 people. The hotel has provided a room rate of \$95 plus tax. The cutoff date for this rate is December 4th (as long as rooms remain available in the block). Your reservations can be made by calling 888.627.7057 and asking for the “NC ASSOCIATION OF SOIL & WATER CONSERVATION block for January 2016.
2. The **registration form** is available online. Please complete the registration form indicating the activities you plan to attend and submit it **online**; please note separate tickets must be purchased for guests. Additional detailed instructions on completing this form are attached. For 2016, in addition to payment by check, we are offering online payments by credit card (*through PayPal – you do not have to have a PayPal account to take advantage of this payment option*) – paying online is easy, convenient, and secure. **Please note, the Executive Committee has determined that where online registrations are not confirmed with payment by December 8 (for checks, postmark date), registrations will be cancelled (excluding registrations that are expected from government check or payment).** The Executive Committee has determined that all attendees (except spouses, guests of the NCASWCD, and other visitors) will be expected to pay registration fees. The pre-registration deadline is December 1, 2015.
3. **Pre-registration is \$105.00** before December 1, 2015. **Late registration will be \$135.00** after December 1, 2015; those that register after December 1 will be offered the option to register online and pay by credit card, or register at the meeting site and make payment at the registration desk. A special **REGISTRATION PACKAGE for \$205.00** is the best value, and will include registration fees and the following listed meals (Supervisors’ Breakfast, Conservation Education Awards Dinner, and the NCASWCD Banquet). **For those that wish to purchase meals individually, Supervisors and Division of Soil and Water Conservation staff will only be reimbursed at state rates for separate meals.** Late fees are not reimbursable.
4. The District Employee’s Association is encouraging Supervisors to join them for their Luncheon. To enable us to make appropriate plans for meal counts, please register for this meal on the registration form.
5. If you are submitting registration forms for more than one person, please submit these separately. Each registration packet at the meeting will be under the registered person’s name.

6. Refunds will be granted for requests received by December 30, 2015 (a cancellation form is available on the website; please fill this out, print and return a fax, email or hard-copy to the address listed on the form). Refund requests received after December 30 will require approval by the NCASWCD Executive Committee for emergency situations; please contact Davis Ferguson (828.734.6730) as soon as possible if you know you will not attend the meeting; adjustments may be made to the meal count numbers for the hotel. All refunds will be paid after the 2016 Annual Meeting.

I hope to see you at the 72nd NCASWCD Annual Meeting.



Manly West
NCASWCD President 2015

REGISTRATION INSTRUCTIONS:

1. Visit the Annual Meeting website through the above mentioned link
2. Click the "Registration" link on the right side of the main screen
3. Fill out registration information – items marked with an * are required
4. After reviewing items to be submitted, click the "Submit" box at the bottom of the screen
5. The message "Thank you for registering" will display
6. A confirmation email / invoice will be sent to the email address you provided
7. Two options for payment are available for 2016:
 - a. Payment by credit card using PayPal
 - i. follow the link provided on the email invoice
 - ii. on the left side of the page, enter an "Item price" to match the total amount of your registration selections (*please note, the "Item total" \$0.00, will not update until later in the payment process*)
 - iii. either use an existing PayPal account, or choose "Don't have a PayPal account" to provide contact details and payment information to "check out" as a guest
 - iv. you may indicate that your "shipping address" is the same as your "billing address", no items will be shipped
 - v. please do not indicate any "special instructions" in PayPal checkout, but rather, contact meeting organizers directly
 - b. Payment by check
 - i. print two copies of the email invoice (one copy for your files and one copy to return with payment)
 - ii. mail a copy of the email invoice to the NEW ADDRESS listed:
NCASWCD – Annual Meeting
P.O. Box 27943
Raleigh, North Carolina 27611
 - iii. payment should be mailed within 7 days of registering online, and postmarked by December 8 to avoid cancellation
8. Questions???? Contact Kristina Fischer at 910.352.7771