

NC ASSOCIATION OF SOIL AND WATER CONSERVATION DISTRICTS
2013 Annual Meeting

“Living Legacy... 75 Years of Conservation Stewardship”

To: District Supervisors, Partners and Friends
Re: Registration for the 69th Annual Meeting of the
North Carolina Association of Soil and Water Conservation Districts
Sheraton Imperial Hotel & Convention Center
Research Triangle Park, North Carolina
January 6-8, 2013

I would like to invite everyone to the 69th 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 rate of \$91 plus tax. The cutoff date for this rate is December 6th (as long as rooms remain available in the block). Your reservations can be made by calling 919.941.5050 and asking for the “NC ASSOCIATION OF SOIL & WATER CONSERVATION DISTRICTS” for January 2013.
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 the separate tickets to be purchased for guests. Some more detailed instructions on completing this form are attached. Once registration is submitted, you will receive an email confirmation; print 2 copies of this (one for your files, and one to return with your payment). Checks should be made payable to NCASWCD and returned to Bruce Whitfield at the address on the page within 7 days of registering online. 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 registration deadline is December 1, 2012.
3. **Pre-registration is \$100.00** before December 1, 2012. **Late registration will be \$130.00** after December 1, 2012; those that register after December 1 will be required to register at the meeting site and make payment at the registration desk. No late online registration will be offered. A special **REGISTRATION PACKAGE for \$190.00** is the best value, and will include registration fees and the 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 **NCASWCD Banquet** should be an entertaining event and a time for fellowship among the NC soil and water conservation partnership. Event coordinators are

working to accommodate NCASWCD Banquet seating requests prior to the event. Requests can be indicated on your registration form; a seating diagram is available on the website.

5. 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.
6. 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.
7. Refunds will be granted for requests received by January 2, 2013 (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 January 2 will require approval by the NCASWCD Executive Committee for emergency situations. All refunds will be paid after the 2013 Annual Meeting.

I hope to see you at the 69th NCASWCD Annual Meeting.

Don Heath
NCASWCD President 2012

REGISTRATION INSTRUCTIONS:

1. Visit the NCASWCD Annual Meeting website
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 will be sent to the email address you provided on the form
7. Print 2 copies of this email confirmation; one copy for your files and one copy to return with payment to Bruce Whitfield at the indicated address; payment should be mailed within 7 days of registering online
8. Questions??? Contact Kristina Fischer at 910.796.7236