

NC ASSOCIATION OF SOIL AND WATER CONSERVATION DISTRICTS
2014 Annual Meeting

“Success thru Conservation”

To: District Supervisors, Partners and Friends
Re: Registration for the 70th Annual Meeting of the
North Carolina Association of Soil and Water Conservation Districts
Grove Park Inn
Asheville, North Carolina
January 5-7, 2014

I would like to invite everyone to the 70th 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 **Grove Park Inn** is the ideal site for the meeting and the facility can accommodate our crowd of 700 people. The hotel has provided a 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 800.438.5800 and asking for the “NC ASSOCIATION OF SOIL & WATER CONSERVATION DISTRICTS” for January 2014.
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. **Please note, the Executive Committee has determined that where online registrations are not confirmed with payment by December 8, registrations will be cancelled (excluding payment that is 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 registration deadline is December 1, 2013.
3. **Pre-registration is \$100.00** before December 1, 2013. **Late registration will be \$130.00** after December 1, 2013; 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 \$205.00** 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 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 31, 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 December 31 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 2014 Annual Meeting.

I hope to see you at the 70th NCASWCD Annual Meeting.

Tommy Houser
NCASWCD President 2013

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, and received by December 8 to avoid cancellation**
8. Questions??? Contact Kristina Fischer at 910.796.7236