**Know Before You Go Templates**

Use these documents to share last-minute logistical details with your conference attendees and exhibit vendors. Add and edit the information to fit the needs of your specific region. You can send multiple Know Before You Go emails with progressively more detailed information the closer to the conference.

**For Attendees:**

Thank you for registering for the [REGIONAL] Conference. This "Know Before You Go" email will help you prepare for the event.

**Registration:**

The [Regional] registration desk will be located in the [X] of the hotel. Registration hours are [Y]. Pick up your badge and relevant conference materials at the registration desk.

**Conference Agenda/Details**

*Provide a document or weblink with the agenda. Highlight when the event starts and ends to help with travel planning. Also highlight vendor show hours.*

**Hotel Reservations**

If you have not already done so, please make your hotel reservations as soon as possible at the best available rate from the hotel [contact details]

The hotel is located at:
[provide street address and include any information on parking]

**Directions to the hotel/from the airport**

*Include any relevant directions to the hotel or any information about airport transportation such as an airport shuttle service*

**Host Event:**

*Provide details about your host event such as date, time, location and transportation, if needed.

**Donate to the Auction!**

*If you are holding an auction, raffle or any charity event provide details including where to drop off any donations.*

**Continuing Education Credit**

Continuing education credit hours are available at this event. Attendees at the meeting are eligible for [X] continuing education credit hours.
Attire
Business casual is suggested. Please remember to bring a sweater or light jacket as the meeting rooms may sometimes be a bit chilly.

Weather:
Include weather forecast especially if you are having any events outside.

For Vendors:
Thank you for exhibiting at the NAEP [regional] Meeting this year at the [hotel]. The exhibit show is [Date and Time]. Set up will be on [Time].

Booth Details:
• Set-Up should be completed [Date and Time]. Exhibitors may start set-up [Date and Time]. Conference participants will be able to visit your booth between [Time].
• Shipping information is [details, usually provided to you by the hotel].
• Your [exhibit size] space includes: [Tables, chairs, etc.] It is always a good idea to spell out very clearly if power and/or internet is available for the vendors and who is responsible for paying the install costs.

Scholarship Auction
If you are holding a scholarship raffle or auction, add details for vendors: can they participate, where to drop off items, etc.

Host Event
If you are allowing vendors to attend your host event at an additional cost:
If you are interested in attending the host event with attendees on [Date and Time] you must purchase a ticket. The cost for each person is [$]. You can purchase your tickets in the following manner: [Details].

Conference Attendance:
To help you prepare your marketing materials, we currently have [number] attendees registered for the event!

Hotel Room Information:
The meeting will take place at the [hotel]. Parking is/is not available...

Agenda:
[Include a link via the NAEP website or attach a doc to your email] for the full agenda of the event. We are looking forward to seeing you in [city]. Thank you for your support of the NAEP [regional meeting].