



2018 NAEOP Conference Overview

July 17-20, Bloomington, MN

WELCOME

Members of the North Central Area of NAEOP are excited about hosting the 2018 NAEOP Annual Conference and Institute. They are ready to welcome you at the conference hotel — DoubleTree by Hilton in Bloomington, Minnesota which is the same hotel where the 2009 NAEOP Conference and Institute was held.

GENERAL INFORMATION

Airport-Hotel Transportation: The DoubleTree by Hilton is only ten minutes from the Minneapolis-St. Paul International Airport (MSP). The DoubleTree by Hilton offers complimentary shuttle service to/from the Airport.

The hotel shuttle runs 7 days a week:

- Shuttle FROM: 6:00 a.m. – Midnight
- Shuttle TO: 5:30 a.m. – 11:30 p.m.

The shuttle arrival/pickup from MSP Airport is at the top of every hour. You may wish to contact the hotel prior to arrival to confirm times.

Hotel: Enjoy a warm welcome at the DoubleTree by Hilton Hotel Bloomington — Minneapolis South, and savor their signature warm DoubleTree chocolate chip cookie on arrival. The hotel is conveniently located near the major attractions in the Bloomington, South Minneapolis and Edina, MN area. They are minutes from Mall of America and they offer a complimentary shuttle to the Mall of America.

Choose from a variety of comfortable guest rooms and suites including pool-side rooms with balconies, whirlpool suites and Executive level accommodations. Stay connected in the comfort of your room with Wi-Fi, or catch up with work in the business center.

Plunge into the pool or re-energize with a workout in the modern fitness center. Lounge in the large, soothing whirlpool after a long day. Experience the farm-to-table concept at their on-site restaurant, Crescent Kitchen, or unwind in the bar known for its craft brews and over 80 small batch bourbons and Scotches at their Bloomington, MN hotel.

Parking: The DoubleTree by Hilton is pleased to offer complimentary self-parking. Valet parking is available at \$10.00 per day.

Internet: Lobby and guest room Internet is complimentary.

Reservations: Reservations can be made by using the personalized group web page at <http://doubletree.hilton.com/en/>

[dt/groups/personalized/M/MSPBSDT-NAE-20180707/index.jhtml](http://doubletree.hilton.com/en/groups/personalized/M/MSPBSDT-NAE-20180707/index.jhtml). **The three letter code for guests to book is NAE. Guests can also make reservations by calling the hotel directly at 1-952-835-7800 and referencing the NAEOP Annual Conference and Institute when you call. Room rates are \$135 for single and double rate, \$145 for triple rate, and \$155 for quad rate.**

HOTEL RESERVATION DEADLINE: June 20, 2018

Attire: Business attire is appropriate for all daytime sessions. For the Awards and PSP Banquet, PSP recipients often wear formal or semi-formal attire; other attendees dress in like fashion or wear business attire. The Installation Banquet is a “dressy” evening and attendees wear formal, semi-formal or Sunday best dress.

Climate: Summer high temperatures in Minnesota average in the mid-80s. You may want to dress in layers or wear a light jacket, since the room temperature can vary quite a bit.

Tours: All group tours offered during the week are arranged by Metro Connections. All purchases must be made directly with the tour company. Tour descriptions can be found in this edition of the *NES Connector* and on the NAEOP website. Tours require a minimum of people to run. The tour reservation deadline is noted with each tour.

CONFERENCE ACTIVITIES

Inspiration: An inspiration will be held Sunday, July 15 from 9:00 – 9:30 a.m.

Institute: The NAEOP Institute will be held Monday, July 16 and Tuesday, July 17 from 8:00 a.m. – 5:00 p.m. The institute registration fee will be \$130 per full day or \$65 for half day. Participants will receive 7.5 clock hours of education credit per full day of participating toward PSP. Lunch is included with your full-day institute registration.

Briefings: Briefings are mini-workshops presented on a wide range of subjects and will be held on Tuesday, July 17; Wednesday, July 18; and Thursday, July 19. Inservice points may be earned toward Professional Standards Program (PSP) certification. You will have an opportunity to attend briefing sessions on a variety of topics. To register, indicate your briefing choices on your registration form. The \$10 charge is for the cost of materials. **If you will be an Advisory Council delegate, do not register for Briefing Sessions 8 and 9.**

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Choir: If you love to sing, or just love music, sign up to participate in the NAEOP choir. One practice session is scheduled during the briefings on Tuesday, July 17. The session is a rehearsal of the music to be performed during the conference. There is no charge for the session and PSP points are not available.

First Timers Reception: The NAEOP Membership Committee invites you to attend the First Timers Reception, Monday, July 16, 7:00 – 8:30 p.m. If you are a first-time conference attendee, you are considered a “first-timer.” Check the box on the registration form to indicate you are a first-timer. You won’t want to miss this event which will be an opportunity to meet other first timers, receive information on conference details, as well as meet your mentor for a personal overview of the conference.

Opening Session/Flag Ceremony: The opening general session will be held Wednesday, July 18 from 8:00 – 10:30 a.m. This is a very inspiring session, featuring patriotic music, presentation of state flag, and a great professional keynote speaker. PLEASE wear either your state attire, or something patriotic as we will be doing the Roll Call of States.

Hospitality: A schedule of when the Hospitality Room will be open, will be included in your registration packet, as well as being posted on the conference app. The Hospitality Room will be located in Cabana 215 located on the second level of the hotel.

Advisory Council: Our annual Advisory Council meeting will be held Thursday, July 19, from 8:00 – 11:00 a.m. and is open to all conference attendees. However, only delegates are permitted to take part in the discussions and voting. Observers are encouraged to attend and enjoy the process and discussion of voting on agenda items submitted by local and state affiliates. Advisory Council packets are emailed to affiliate presidents. The deadline for Advisory Council items is May 15, 2018.

The Showcase Marketplace: The Showcase Marketplace is the new name for our Exhibits area. Be sure to visit the The Showcase Marketplace to purchase your tickets for the state baskets in addition to items on the retiree tables and Foundation tables. Outside exhibitors will be available also. The Showcase Marketplace will be open during the following times:

Wednesday, July 18: 10:45 a.m. – 5:00 p.m.

Thursday, July 19, 8:00 a.m. – 12:00 Noon

Winners of the state baskets, as well as other raffle items will be announced following the 2nd General Session on Thursday, July 19.

If you’re a member and would be interested in having a table at the Marketplace, please contact: Theresa Coté or the National Office. The member price for a table is \$50.

MEAL FUNCTIONS

Meal functions are available to all attendees. Please indicate on your registration your selection for each meal. If you fail to mark your choice, you will be given selection “A.”

RESERVED SEATING for the Awards and PSP Recognition Banquet and the Installation Banquet will be limited to those groups from the state of the award recipients or President being installed.

Awards and PSP recipients will NOT be seated with each other – they will be free to sit with family/friends.

Awards and PSP Recognition Banquet, Wednesday, July 18, 2018, 6:30 – 9:00 p.m.: Recipients of the Professional Standards Program (PSP) certificates will be recognized and honored at the banquet, as well as the Administrator of the Year and Educational Office Professional of the Year. Participation in the banquet meal is not necessary. Special seating will be available at no charge for attendees choosing to join the banquet at 7:30 p.m. for the award presentations.

Menu selections are:

Menu A – Tuscan Pasta — Penne Pasta Bolognese with Roasted Peppers, Andouille Sausage, Topped with Ricotta and Parmesan Cheese.

Menu B – Airline Chicken — Tarragon Demi Glaze Roasted Chicken with Roasted Potatoes.

Both selections will be served with a salad, seasonal vegetables, dessert, tea and coffee.

Council Meeting/Lunch, Thursday, July 19, 2018, Noon

– **1:30 p.m.:** The NAEOP Council Chairmen will host these meetings. This is an opportunity to network with office professionals who work in similar educational settings, e.g., elementary, higher education, etc.

Menu to be served: Sautéed Breast of Chicken with Roasted Chicken Jus Lie, Roasted Potatoes, Salad, Seasonal Vegetables, Bread, Tea and Coffee.

Area Meeting/Brunch, Friday, July 20, 2018, 10:45 a.m.

– **12:45 p.m.:** Join members from your geographical area for a business meeting and brunch hosted by your Area Director.

Menu to be served: Greek Yogurt and Berry Swirl, Orange Juice, Scrambled Eggs, Crisp Applewood Bacon, Cottage Fried Potatoes, Warm Buttermilk Biscuits with Honey and Fruit Preserves, Coffee and Assorted Teas.

Installation Banquet, Friday, July 20, 2018, 6:30 – 10:30

p.m.: We will be installing our 2018-2019 NAEOP Board of Directors at this banquet. Menu selections for this special event:

Menu A – Macadamia Crusted Chicken Breast with Orange Ginger Glaze and Fingerling Potatoes.

Menu B – Pork Mignon Wrapped in Applewood Smoked Bacon, Braised Cabbage Confit with a Port Wine Demi Glaze and Roasted Potatoes.

Both selections will be served with a salad, seasonal vegetables, dessert, tea and coffee.