



Pre-Convention Checklist

By September 30:

- ☐ Submit accessibility requests
- ☐ Submit dietary restriction requests if applicable

By October 15:

- ☐ Book hotel through official NCA links (group rates expire)
- ☐ Register for pre-conferences/short courses
- ☐ Book ground transportation (airport shuttles, rideshares, parking)

By November 1:

- ☐ Download NCA mobile app (available mid-October) and review session schedule to create your personal agenda
- ☐ Plan networking strategy and update LinkedIn profile
- ☐ Prepare elevator pitch about your research/interests
- ☐ Research exhibitors and sponsors you want to visit
- ☐ Identify sessions outside your specialty area to attend
- ☐ Set up social media for live posting (#NCA2025)
- ☐ Download digital copies of programs/schedules to reduce paper use
- ☐ Set up digital business card apps (LinkedIn QR code, HiHello, etc.)
- ☐ Prepare 2-3 conversation starters related to current industry trends
- ☐ Build buffer time into your schedule for networking, walking between sessions, and unexpected conversations
- ☐ Identify backup sessions in case your first choices are full
- ☐ Review session accessibility features (captioning, interpretation services)

Before You Travel:

- ☐ Confirm email address is current in your NCA profile
- ☐ Pack essentials: (ID, business cards, comfortable shoes, layers for temperature changes, phone charger/portable battery, medications, hand sanitizer, and any personal protective equipment you prefer)
- ☐ Check flight/travel details
- ☐ Watch for barcode email from nca@expobadge.com during convention week
- ☐ Print backup copies of registration confirmation and important session materials
- ☐ Prepare digital resources: download offline maps of convention area and venue layout, check venue WiFi information, and clear phone storage for photos/videos
- ☐ Research local healthcare options near the convention center
- ☐ Bring reusable water bottle and coffee cup for vendor areas

- ☐ Familiarize yourself with venue layout and quiet spaces for breaks
- ☐ Prepare cash for Cash-To-Card kiosks if needed (venue is cashless)
- ☐ Research lactation room and childcare services (Camp NCA) if needed
- ☐ Review fragrance-free space locations if you have sensitivities or plan to attend Disability Issues Caucus events

For First-Time Attendees:

- ☐ Review the [First Time Attendee Guide](#) for newcomer-specific tips
- ☐ Plan to attend Newcomer's Welcome & Orientation (Thursday 8:00-9:15 AM)
- ☐ Schedule time for free professional headshots at the NCA Hub
- ☐ Mark Opening Session (Thursday 5:30-6:45 PM) and Welcome Reception (Thursday 7:00-8:30 PM) on your calendar
- ☐ Consider participating in the Day of Service (Wednesday 3:00-6:00 PM) for community engagement
- ☐ Plan to attend Morning Tea Conversations (Friday & Saturday 6:45-7:45 AM) for intimate networking
- ☐ Note wellness activity times (yoga, Zumba) in your schedule

For Parents/Caregivers:

- ☐ Register for Camp NCA childcare services (if needed)
- ☐ Locate lactation room information
- ☐ Plan logistics for family-friendly schedule options

For Presenters:

- ☐ Test presentation technology and prepare backup files
- ☐ Review [Creating an Accessible Presentation](#) guidelines
- ☐ Prepare handouts or QR codes linking to digital materials
- ☐ Confirm session room location and accessibility features
- ☐ Plan to arrive at your session room 15 minutes early

For Students:

- ☐ Apply for Student Volunteer Program for free registration (if eligible)
- ☐ Apply for Student Caucus Travel Grants (if eligible)
- ☐ Book student-rate hotel rooms early (limited availability)
- ☐ Plan to attend Graduate School Open House and Career Fair
- ☐ Budget for meals or inquire about Student Meal Voucher Program

Contact Information

Questions? Contact: convention@natcom.org

Get social with us & use #NCA2025