

Greetings from Music City USA! We are delighted that you will be attending the 52<sup>nd</sup> NACBA National Conference at the Gaylord Opryland Resort & Convention Center in Nashville, TN. The following information should help you in your preparations for this important event.

To review your meeting registration, please log in to our online system. Go to [www.nacba.net](http://www.nacba.net) and click on the *Member Login* link. Once logged in you will see *Events for Which You Are Currently Registered*. Click on the event number to the left of "NC2008 – Nashville 2008 Conference" and you will see a list of every ticket purchased and every workshop for which you pre-registered. There is a button on this page for printing a confirmation. If this information is incorrect, please contact Tammy Mirau at the National Office at (800) 898-8085 or Fax: (972) 699-7617 or e-mail: [tammy@nacba.net](mailto:tammy@nacba.net).

### **Checking into the Hotels**

Check-in at the Gaylord Opryland Resort & Convention Center is after 3:00 p.m. Conference registration is on the Ryman Exhibit Hall Level in the Conference Center and will be open on Saturday, July 12<sup>th</sup> from 9:00 a.m. to 8:00 p.m. Just take the walkway from the hotel and follow the signs. **After registering, be sure to have your picture taken by Olan Mills which is on the Presidential Ballroom Level (one level up from registration) for the photo/membership directory.**

### **Hotel Occupancy Tax Exemption**

The State of Tennessee provides a hotel occupancy tax exemption for churches and, since most of you are representing churches on church business, you may claim an exemption from the state's 6% hotel occupancy tax. To qualify for this exemption you must bring one of the following with you and present it at check-in: a copy of your church/organization 501(c)(3) letter or certificate or your Tennessee Sales Tax Exempt Certificate that shows your exempt number. (Follow this link to get an application: <http://tennessee.gov/revenue/forms/general/f1306901.pdf>) The name of your church must be pre-printed on the check or credit card used for payment. The tax exemption cannot be granted if paying by personal check or personal credit card.

### **Parking**

Our discounted rate for self-parking at the **Gaylord Opryland** is \$7 per day for all NACBA attendees, even if you are not a registered Gaylord guest. If you are a guest your room will be charged \$7 per day for your car and you must scan your room key to exit the parking areas. If you are not a guest, you must show your NACBA name badge and pay our discounted price of \$7.

### **Saturday Conference Opening:**

Hospitality from the Nashville area awaits you. Kick off your exciting week with an early visit to the Exhibit Hall on Saturday evening at 6:30 p.m. Fun is in store with our Trade Show "Deal or No Deal" Game hosted by over 175 church suppliers! Pick up entry cards at the door.

Get a signature when you spend five minutes visiting with one of our friendly exhibitors. When you have collected twenty signatures, put your name label on the card and it will be included in drawings for wonderful prizes being donated by our exhibitors. Drawings will be held Saturday night at 8:30 p.m., Sunday at 3:15 p.m., and Monday at 3:15 p.m. The Exhibit Hall will be open from 6:30 p.m. until 9:30 p.m. on Saturday, 10:15 a.m. until 5:30 p.m. on Sunday, and 10:15 a.m. until 3:45 p.m. on Monday.

Conference registration begins at 9:00 a.m. on Saturday; the exhibit hall opens at 6:30 p.m.; denominational receptions begin at 5:30 p.m., and the Opening Event is at 6:30 p.m. in the Exhibit Hall.

### **First-Timers:**

If this is your very first NACBA national conference, please join us for the **First-Timers Orientation on Saturday, July 12 at 3:30 p.m. in Washington B.** This is "come as you are," so if you've been traveling all day and feel a bit haggard, no problem, just show up in your travel attire. You will have time to freshen up before the Opening Celebration Party at 6:30 p.m. **Please note:** If your spouse/children

are coming with you to the conference and want to accompany you to any meal/event functions you will need to purchase extra meal tickets for them prior to arriving at the conference. **THERE WILL BE NO TICKETS SOLD AT CONFERENCE.** **Tickets must be purchased before June 27.** (see order form)

### **Opening Celebration Party:**

Participants and guests at Nashville 2008's Opening Celebration will be gathering in the Exhibit Hall at 6:30 p.m. on Saturday, July 12<sup>th</sup>. The plated dinner for weary travelers (and hungry golfers) will be served in the Exhibit Hall.

### **Special Event:**

The special event for NACBA's 52<sup>nd</sup> annual conference is on Tuesday night at the Grande Ole Opry! You will enjoy performances by Charlie Daniels, Pam Tillis, Jake Owen, Darius Rucker & the group Cherryholmes. There will be a deli buffet served prior to boarding the shuttle for the short trip over to the Opry. The cost of the Special Event includes the deli buffet, transportation to the Opry, and a ticket to the concert. **The special event tickets must be exchanged for the real tickets by 4:00 p.m. Sunday, July 13<sup>th</sup>.**

### **Closing Event:**

The closing event is General Session IV which concludes at 2:30 p.m. on Wednesday. Following the session, there will be prize drawings so be sure to make travel arrangements to stay. **Win \$1,000 or free airfare to Long Beach for the 2009 conference.** You must be present to win.

### **Special Recognitions:**

The ceremony for the **new FCBA's and FCBA's earning retention** is being held on **Monday morning, July 13<sup>th</sup>** at 8:45 a.m. during the General Session. If you are in this Certification/Retention Class of 2008 or a center director, the rehearsal for the ceremony will take place at 8:00 a.m.

The ceremony for our **special awards recipients** will be held on **Tuesday morning, July 15<sup>th</sup>** during the General Session.

### **Golf Tournament:**

For those of you who signed up to play golf on Saturday, July 12<sup>th</sup>, the shuttles will depart from the Magnolia Lobby of the Opryland, located at the opposite end of the hotel lobby from check in. The buses will depart at 6:30 a.m. and play will begin at 8:00 a.m. The golf fee includes transportation, continental breakfast, and BBQ lunch at the Gaylord Springs Golf Links.

### **Coaching Sessions**

Many of today's ministry leaders have discovered that working with a coach has dramatically increased their effectiveness and impact in ministry. While at this conference, experience first-hand the dramatic difference that coaching can have for you. For the low cost of \$25 you can reserve a 30 minute coaching session with J. Val Hastings, president and founder of Coaching4Clergy.

The date is Monday, July 14, and only nine sessions will be scheduled; so, space is limited. Sessions will be on the hour, beginning at 8:00 a.m. Sign up in the NACBA Office in Presidential Chamber A. Payment may be by cash, check, or credit card.

### **Weather and Clothing:**

Casual wear is the order of the day. The dress for this conference is pretty much casual from start to finish, such as wearing your NACBA logo shirt. Those being certified or receiving awards may want to be more dressed up, though it is not necessary. That is a personal decision. The denominational banquets tend to be coat and tie events, but there is certainly no dress code. The average high temperature for July is 90 and the average low is 70, so dress accordingly. **Please note:** The

temperature in the Gaylord Opryland is set to 72 degrees year round. Always bring a jacket or sweater to ensure comfort.

### **Getting Around:**

Transportation from the Nashville airport---For shuttle service you may make a reservation through NACBA's Website at [www.nacba.net/2008](http://www.nacba.net/2008). Click on the Discount Shuttle button to book a reservation. (The discounted rate is \$30 roundtrip and \$20 one-way.)

If you are driving from the airport, take Interstate 40 west out of the airport towards the city to Briley Parkway (Hwy 155); go north to the McGavock Pike exit; turn left (west) and go to entrance of resort (Opryland Drive) and turn left into the resort.

### **Workshops, General Sessions, and 2008 Trade Show:**

The conference notebook and the daily newsletters are your guides to all the daily activities. Keep your notebook close by at all times! **Please silence all pagers and cell phones while attending the workshops & General Sessions.** Trade Show 2008, in the exhibit hall, will open Saturday evening at 6:30 p.m.

### **Hospitality**

The local committee members will be wearing orange NACBA conference shirts. If you have a question, look for one of them—you can't miss them!

### **Security**

**Name Badges:** Your registration packet will include a name badge and lanyard. In today's world, security is becoming a greater concern. For this reason, we ask that you wear your name badge at all times during the conference. **Name badges will be checked at entrances to the exhibit hall and to all sessions.** You must have a name badge to enter these areas.

**Wi-Fi:** Advances in technology have been amazing! The Opryland Resort has secure Wi-Fi connections through each hotel guestroom and atrium area. At any given time, however, other Wi-Fi connections may appear to be available. These can be other hotel guests providing access as a means of stealing your information. These "Evil Twin" or "Man in the Middle" connections will usually appear with a computer-to-computer icon in your Wi-Fi connection. We recommend you avoid these.

### **Family Activities:**

There will be a **Spouse and Family Activities Orientation on Sunday, July 13<sup>th</sup> at 12:00 p.m.** in **Hermitage CD**. Door prizes will be awarded. Learn about what to do in the Nashville area.

### **Breakfasts at the Conference:**

The basic conference registration for Nashville includes no breakfasts, however, there are several coffee shops and restaurants in the hotel.

Breakfast Eateries – Coffee Shop style

- Christie Cookies serves coffee, juice, & other beverages, breakfast sandwiches, fruit cups, whole fruit & pastries,
- Conservatory Café serves coffee, juice, & other beverages, doughnuts, pastries, breakfast sandwiches, fruit cups, whole fruit & yogurts,
- Java Coast serves coffee, pastries, & whole fruit

Restaurants –

- Cascades—order off menu
- Water's Edge Market Place (Buffet)

We will be serving brunch following the Sunday worship service. Be sure to purchase extra meal tickets for family members before June 27th.

**Extra Meal Tickets:**

**Extra meal tickets must be purchased before June 27th.**

Your registration includes one set of meal/special event tickets (indicated by asterisk on order form below) for you; however, you will need to purchase extra tickets for the meals/special events for your spouse, children, etc. if they plan to attend. **NOTE: All extra tickets must be purchased before June 27th.** The hotel must have the meal count prior to the Conference. **The special event tickets must be exchanged for the real tickets by 4:00 p.m. Sunday, July 13<sup>th</sup>.**

**If you have registered for the United Methodist, or Presbyterian functions** your registration fee covers most meals, but you must purchase any extras for spouse, children, etc. If you registered for **NACBA/UMACBA or NACBA/PCBAA** all meals/special events are covered from the Saturday opening celebration through Wednesday lunch. If you registered for **UMACBA only or PCBAA only** your meals are covered from Saturday opening event through Monday dinner.

**Daily registrations include lunch for that day only. NACBA is not responsible for lost meal tickets.**

**Order before June 27th. NO EXTRA MEAL/EVENT TICKETS CAN BE PURCHASED ON SITE.**  
**Fax this form to 972-699-7617.**

Your Name \_\_\_\_\_

Payment Processing:

\_\_\_AmEX \_\_\_Visa \_\_\_MC \_\_\_Discover

Card Number \_\_\_\_\_

Exp. Date \_\_\_\_/\_\_\_\_

Name on Card \_\_\_\_\_

Card Billing Address \_\_\_\_\_

Card Zip Code \_\_\_\_\_

Signature \_\_\_\_\_

***Extra Tickets***

<u>Event</u>	<u>Price</u>	<u>Quantity</u>	<u>Total</u>
<b>Spouse Attending Workshops</b> (does not include meals)	\$75	_____	\$ _____
<b><i>Saturday, July 12</i></b>			
Golf Tournament (handicap____)	\$120	_____	\$ _____
AGCAA lunch	\$38	_____	\$ _____
* Opening Event in Exhibit Hall	\$49	_____	\$ _____
<b><i>Sunday, July 13</i></b>			
*Brunch	\$44	_____	\$ _____
LCBAA Dinner	\$56	_____	\$ _____
PCBAA Dinner	\$75	_____	\$ _____
SBCBAA Dinner	\$50	_____	\$ _____
UMACBA Dinner	\$50	_____	\$ _____
<b><i>Monday, July 14</i></b>			
PCBAA Breakfast	\$35	_____	\$ _____
NICFA Reunion Breakfast	\$10	_____	\$ _____
*Lunch	\$38	_____	\$ _____
PCBAA Dinner	\$50	_____	\$ _____
UMACBA Dinner	\$50	_____	\$ _____
<b><i>Tuesday, July 15</i></b>			
*Lunch	\$37	_____	\$ _____
*Special Event @ Grand Ole Opry (over age 12)	\$80	_____	\$ _____
*Special Event @ Grand Ole Opry (under age 12)	\$62	_____	\$ _____
<b><i>Wednesday, July 16</i></b>			
*Lunch	\$33	_____	\$ _____
<b>Total</b>			<b>\$ _____</b>