

## FAQs

### GENERAL QUESTIONS

#### ***Who can attend NASP's 28<sup>th</sup> Annual Pension and Financial Services Conference?***

We recommend investment professionals from various areas of the industry including asset management, brokerage, municipal finance, investment banking, public finance consulting, commercial banking, and others.

#### ***What are the event dates?***

June 26–28, 2017.

#### ***Where is the event taking place?***

The three day conference will take place in Los Angeles, CA at the [Millennium Biltmore Hotel](#).

#### ***How many people are anticipated to be in attendance?***

We anticipate around 500 people to attend this year's conference including over 150 key decision makers.

#### ***What time does the conference start and end each day?***

The hours of the event are as follows:

- June 26 from 8:00 am – 6:30 pm, with Late-Nite Sweets & Spirits from 10:00 pm–Midnight
- June 27 from 8:00 am – 5:00 pm, with the Travers Bell Award Ceremony & Entertainment from 7:00 pm – 9:00 pm
- June 28 from 8:00 am – 2:30 pm

#### ***How is session scheduling being handled? Do I need to register to attend specific sessions?***

On Monday members of the pension plan community are invited to attend The NASP Institute; industry professionals have a choice between the Professional Development Series (PDS) or the Africa Financial Summit (AFS). Sessions on Tuesday and Wednesday are open and no pre-scheduling is necessary. They are on a first-come, first-serve basis at the event. We will be publishing new sessions on the NASP website regularly, so please check back for the latest updates to help plan your schedule.

#### ***What is The NASP Institute and who can attend?***

The NASP Institute is a robust educational and learning environment and a forum where trustees can engage in candid discussion about the most pressing and relevant investment topics of the day. Attendance at The NASP Institute is limited to public and corporate pension plan trustees and administrators; corporate treasury officials and elected officials. To qualify, you must be solely and currently employed full-time in that capacity. Individuals primarily employed in the financial services industry must register at the full member or non-member conference rate. No exceptions will be made.

#### ***What about meal functions? Do I need to RSVP?***

Meal functions are included with full conference registration but in order to properly prepare, we need to know if you will attend. Please RSVP for the functions you plan to attend.

#### ***Are attendees allowed to bring guests?***

Spouse/guest registration is only available to members of the pension plan community. A guest is a spouse/significant other, friend or an adult child (18 years old or older) who is not in an industry-related occupation. Spouses and guests planning to attend any conference event must register. A co-worker, an associate, or spouse who works within the industry may not use the Spouse/Guest Registration category.

#### ***What is the nearest airport recommended for attendees to fly into?***

Los Angeles International Airport (LAX) and Burbank's Bob Hope Airport are both just 20-30 minutes from the Millennium Biltmore Hotel.

#### ***What is the attire for the event?***

Business attire is appropriate for all daily sessions. Summer festive attire is suggested for evening functions.

#### ***Will I receive additional information regarding the event?***

We will be regularly updating the NASP website with the latest sessions, speakers, and other content. We recommend checking back from time to time for the most updated information. In addition, we will email all registered attendees with the latest information one week before the conference.



***Is the Biltmore handicap-accessible?***

Definitely. The hotel is fully ADA certified.

***Can my firm host a private event during the conference?***

NASP has endeavored to plan sufficient time in the schedule for attendees to host private events. However, meetings or social events should not be scheduled that take registrants away from NASP programs and NASP-sponsored activities.

Based on the current agenda, the approved times to host an event during the conference are:

- ✓ SUNDAY, JUNE 25: before 3:00 pm or after 6:00 pm
- ✓ MONDAY, JUNE 26: 6:30 - 10:00 pm
- ✓ TUESDAY, JUNE 27: 4:30 - 6:00 pm or after 9:00 pm
- ✓ WEDNESDAY, JUNE 28: after 2:30 pm

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## **REGISTRATION QUESTIONS**

***How much does it cost to attend the event?***

Fees vary based on date of registration and membership. Eligibility for member rates is based on membership information currently on file with NASP. If you incorrectly indicate fees, the corrected fees will be charged to your credit card. All deadlines are final. No exceptions will be made. Space is limited. There will be no on-site registration.

***What does my registration include?***

Full conference registration includes three days of general sessions, workshops, breakfast, lunch, snacks, receptions and dinners. Attendees also have access to discounted room rates at the Loews.

***Is there a student discount?***

We do offer a limited number of tickets at a discounted rate for students. We will require a current school ID or other proof that you're qualified to receive this special rate before you register. You must email proof of class registration for the current or future semester, an enrollment verification form, or a copy of a student identification card containing class year to [YaShica Robinson](mailto:YaShica.Robinson@nasphq.org). Once your status has been verified, you will be provided a promo code to register. We reserve the right to limit recurring student registrants. Tickets purchased at regular price cannot later be converted to student price.

***What forms of payment are accepted for registration?***

Registration payments may be made using check, Visa, MasterCard or American Express.

***How can I obtain a receipt for my registration?***

We will email you a receipt and registration confirmation.

***I have registered and can no longer attend the event. Is it possible to cancel my registration and obtain a refund?***

Registration cancellations submitted by e-mail to [yrobinson@nasphq.org](mailto:yrobinson@nasphq.org) by June 19, 2017 will receive a refund of fees, less a \$250 processing fee (\$50 for Trustees or Students). No refunds after June 19. Telephone cancellations will not be honored.

***Can I send a colleague or friend in my place?***

Substitute conference registrations may be made in advance or on arrival with no penalty. Substitutions must be submitted in writing to [yrobinson@nasphq.org](mailto:yrobinson@nasphq.org) or on-site at the conference registration desk.

***Is single day registration available?***

Single day registration will be available only on Monday, June 26 for the Professional Development Series (PDS) or the Africa Financial Summit (AFS).

***Are hotel accommodations included in the registration fee?***

Hotel accommodations are not included in the registration fee. The conference room rate is \$229.00 per night single or double occupancy. All guest room rates are subject to 15.55% tax.

***How do I book my hotel reservation?***

Make your room reservation [online](#) or by calling the Biltmore Reservation Center at 800-245-8673. Be sure to mention that you are attending the NASP Conference to receive the special rate. Reduced rates may not be available for bookings made after May 23, 2017.

***What are the hours for on-site check-in?***

On-site check-in will open the day before the event on June 25 from 2:00 pm–7:00 pm. On June 26, check-in will be open from 7:00 am–5:00 pm, June 27 from 7:00 am – 5:00 pm and June 28 from 7:00 am – Noon.

***When will I receive my name badge?***

All badges and conference materials will be made available on-site at registration check-in.

***Can I get into the event without my name badge?***

No. A name badge is issued to each individual registrant and is required for admittance into all conference events. Name badges may not be shared, altered or distributed between two or more individuals. Violations of this policy will result in termination of the registration without refund. Please secure your badge in a safe place throughout the conference. The cost for a replacement name badge is \$25.00.

***I am a member of the press. Do you offer free press passes?***

We will be offering a limited number of press passes to qualified members of the media. Please email [fkhan@nasphq.org](mailto:fkhan@nasphq.org) for more information.

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**SPONSORSHIP QUESTIONS**

***Are there different levels of sponsorship?***

Yes. You may choose to be a Corporate Partner or a Conference Sponsor. By becoming a Corporate Partner, your firm will receive advertisement and participation throughout the year at NASP national and local chapter events.

NASP currently has chapters in major financial capitals throughout the United States, including Atlanta, Baltimore, Boston, Chicago, Detroit, New York, North Carolina, Philadelphia, San Francisco, Southern California, Texas and Washington, D.C. In addition to the key national events, local chapters host a variety of programs throughout the year that offer exposure to a considerable number of trustees and financial services professionals.

As a Conference Sponsor you will put your company name in front of top decision makers and be able to engage directly with trustees and plan sponsors at the June conference, while you are acknowledged in numerous ways as a supporter of NASP.

***Is my contribution tax deductible?***

NASP is a 501(c)6 not 501(c)3 thus sponsorship of the Annual Conference should be treated as a business expense and not as a charitable contribution for IRS purposes.

***What kind of visibility will my company get at the NASP Conference?***

NASP works closely with Corporate Partners and Conference Sponsors to identify optimal *event, online, and print opportunities* at the conference and at other major NASP events throughout the year.

Depending on your level of support, your in-person presence may be as an exhibitor, an event sponsor, or as a program participant. At the INVESTING SPONSOR and CORPORATE PARTNER levels, program participation is guaranteed.

Your online presence is established by displaying your logo and URL on NASP's website.

Your print presence is assured through a color ad in the souvenir program book, a banner featuring partner and sponsor logos prominently displayed in the conference registration area, and the opportunity to include a promotional item in the conference tote bag.

***Can my firm send additional representatives beyond the number of complimentary registrants that are part of my sponsorship?***

Yes. Additional conference registrations from a sponsoring entity may register at the early member rate of \$1,395 each. To request a promo code after the early registration deadline, contact [tonya@tbwconsultinggroup.com](mailto:tonya@tbwconsultinggroup.com).

***Are sponsors allowed to host a private event during the conference?***

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***How does my company confirm its sponsorship?***

Please complete the [online Sponsorship Agreement](#) or contact Orim Graves at 202-371-5535, [ograves@nasphq.org](mailto:ograves@nasphq.org).