

Reserving Space for Activities at the NASP 2021 Annual Convention

The NASP 2021 Annual Convention will take place February 23–26, 2021, in Salt Lake City, Utah. The NASP convention offers an excellent opportunity for applicable NASP affiliates to host certain activities in conjunction with the convention. Toward this end, the convention committee is offering the opportunity to reserve time and space on the convention schedule.

Please note that, while we still anticipate holding a live convention, we also are planning for an alternative virtual convention, should conditions necessitate that course of action. We recognize that this uncertainty makes planning and decision-making difficult and appreciate your understanding through this difficult time for us all.

A link to the online Space Request System is available within the Convention section of the NASP website. All 2021 Convention Space Requests must be submitted electronically and will be honored on a first-come, first-served basis, so please be sure to submit your request online as early as possible.

All requests for meeting space are due no later than Wednesday, September 2, 2020, at midnight EST, when the Space Request Submission System will close. Please mark this date on your calendar now! You *must* submit your request prior to the deadline. As you know, scheduling of rooms is a complex task, and late requests, which create considerable difficulties, most likely will not be possible.

Available space is limited for 2021, so please be judicious in making requests. If you must submit requests for more than one event, please be sure to prioritize your submissions at the beginning of each session/event description you submit. It most likely will be necessary to limit events, and if so, priority will be given to activities that are indicated by the space requester as essential. Every effort will be made to accommodate your first choice of date and time, although activities will be scheduled on a space- and time-availability basis.

We cannot guarantee that all room set-up requests will be available but will do our best to ensure that your event is held in an appropriate setting. **We will review space requests and confirm acceptances and scheduled dates/times by November 13, 2020.**

PLEASE NOTE: As the person submitting a space request, all subsequent correspondence about the request will be sent to your attention only. It is your responsibility to communicate all pertinent information to any other individuals who may need it.

The three types of ancillary convention events available to outside organizations are listed below. Please take time to read the various descriptions so that you can determine the appropriate category for your activity and better understand the NASP online Space Request System:

Special Events (SE): There are many convention activities that are primarily social in nature, such as receptions. Space for college reunions, corporate events, and state/regional receptions will be granted only after space for all other NASP-related requests has been arranged.

Meetings (MT): We will attempt to honor all requests for ancillary meetings, including those sponsored by partner organizations that are related to the NASP mission.

Special Sessions (SS): *This event type may be requested by NASP leaders and outside publishing companies only! Please note that all NASP convention presenters, including those for special sessions, must register to attend the convention no later than Wednesday, November 4, 2020. There can be no exceptions to this NASP policy.*

Please note that no space will be assigned for any events 11:00 a.m.–2:30 p.m., on Wednesday, February 24, 2021, during the General Session and opening of the Exhibit Hall and NO SPACE WILL BE PROVIDED FOR EVENTS LASTING MORE THAN 110 MINUTES. These NASP policies will be adhered to strictly.

Descriptions for all events in the program are limited to 30 words or less. All events will be listed in the Final Program, including those that are “by invitation only.” If your event limits attendance to only certain people or is by invitation, please make that clear in your 30-word description.

As you know, the NASP Convention Committee must operate within the parameters of a detailed budget. This is especially important, because we are responsible for organizing not only a high-quality professional education and networking experience, but also for generating revenues to help fund other activities that support the mission of the association.

Therefore, we are unable to provide financial support for any costs (such as A/V equipment, food and beverages, speaker fees, or complimentary registrations) for ancillary convention activities such as those in the categories listed above, **with the exception of special sessions for which basic audiovisual equipment (lectern microphone, LCD projector, screen, speakers, and laptop computer) will be provided by NASP with no charge to special session organizers.** Space requesters will receive information about ordering and paying for food and beverages and applicable audiovisuals when space is confirmed.

The online Space Request System provides important information to the NASP Director of Meetings and Conventions, so **please provide complete information** (be sure to specify the length of the session, the anticipated audience size, full presenter information, etc.). **Additionally, for any educational sessions you list that should not conflict with events for which you are requesting space, please be sure to include the session type (mini-skills, paper, practitioner conversation, poster, or symposium) and session number (MS036, PA145, PC084, PO438, SY043, etc.). Please note that, without FULL session information, we will not be able to avoid session/event conflicts!**

If there are any questions or difficulties in completing the online form, please send an e-mail to convention@naspweb.org. Once again, the firm deadline for receipt of space requests is **Wednesday, September 2, 2020**. Unfortunately, there can be no exceptions to this deadline.

Thank you.

See you in Salt Lake City!