

Reserving Space for the NASP 2023 Annual Convention

The NASP 2023 Annual Convention will take place February 7–10, 2023, in Denver, CO. The convention offers an excellent opportunity for committees to distribute information and share their activities in support of the NASP mission. Toward this end, you will have the opportunity to reserve time and space on the convention schedule, separate from the peer-reviewed presentation selection process.

All 2023 convention space requests will be submitted electronically. Space requests will be honored on a first-come, first-served basis, so please be sure to submit your request online as early as possible. **A link to the [online 2023 Convention Space Request System](#) is available in the Convention section of the NASP website. All requests for meeting space are due no later than Wednesday, September 7, 2022, at midnight EST, when the 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 great difficulties, most likely will not be possible.

Available space is limited, so please be judicious in your requests. If you must submit requests for more than one event, please be sure to prioritize your submissions at the beginning of the descriptions. It may be necessary to limit events, and if so, priority will be given to activities that are indicated as essential. Please note that **space will not be provided for events lasting more than 110 minutes.** This NASP policy will be adhered to strictly.

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 times on approximately November 9, 2022.

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

The four types of ancillary convention events 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 online Space Request System.

Special Sessions [SS] (50, 80, or 110 minutes): *This event type may be requested by NASP leaders only!* These presentations are intended to impart information about the work of NASP committees to an audience and are not operations or planning meetings. Special sessions are open to all attendees, and ***we can accept only one special session request from each committee. If you believe you need more time or space***

to accomplish the mission of your committee/board, please email Glenn Reighart at greighart@naspweb.org.

Special sessions should be *invited* sessions designed to further the work of NASP committees and should not be used as a means of bypassing the peer review process. NASP will provide and pay for the cost of the following audiovisual equipment for all special sessions: lectern microphone, LCD projector, screen, speakers, and laptop computer. Any additional AV equipment must be ordered and budgeted/paid for by the committee requesting function space.

Please be sure to include **complete** contact information for each speaker invited to present as part of a special session arranged through the online Space Request System. **Note that ALL speakers are required to register to attend the NASP convention by November 9, 2022, regardless of whether the registration fee is paid by the speaker or waived by NASP.**

Publisher-Sponsored Special Sessions [SS] (50, 80, or 110 minutes): *This event type may be requested by publishing companies only!* Publisher-Sponsored Special Sessions are designed to provide publishers the opportunity to present research and information relevant to their new and recent materials. Convention participants will be informed that these sessions are *not* peer reviewed and will emphasize commercially available materials.

Please note that NASP can accept only one sponsored special session request from any organization. As the person submitting a space request, all following 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.

Audio visual equipment (data projector, screen, lapel microphone, speakers, and a laptop computer) for Publisher-Sponsored Special Sessions will be provided by NASP. Company sponsors will be expected to absorb all other presentation costs such as honoraria, travel, housing, etc., however.

All special session presenters must ensure that their special session will not be repeated in any other presentation at the NASP convention, including a mini-skills, paper, symposia, or other invited presentation.

Special Events/Receptions [SE] (50, 80, or 110 minutes): *This event type may be requested by NASP leaders or external organization contacts.* There are many convention activities that are primarily social in nature. Internal NASP committees *must demonstrate that they have an approved budget for funding the cost of these activities.* **Please be sure to include the complete 13-digit account code against which we may post all related charges; we will not be able to make any arrangements involving food and beverage or audiovisual costs without this indication of budget/spending approval.**

Meetings [MT] (50, 80, or 110 minutes): *This event type may be requested by NASP leaders or external organization contacts. We will attempt to honor all requests for ancillary meetings such as committee meetings, including those sponsored by partner organizations, that are related to the NASP mission.*

Interest Group Networking Sessions [IG] (50, 80, or 110 minutes): *This event type may be requested by NASP leaders only!* Interest Group Coordinators may request one networking session in any one of the following formats: (a) business or organizational meeting, (b) networking and topical discussion, (c) planning meeting. The description will appear in the Final Program. We anticipate that IG coordinators who only want a brief meeting will choose the shorter time frame, while those who want to have a discussion session will choose a longer period.

Please note that no space will be assigned for any events 11:00 a.m.–2:30 p.m., on Wednesday, February 8, 2023, during the Opening General Session and opening of the Exhibit Hall. This NASP policy will be adhered to strictly. **All events will be listed in the Final Program, including those that are “by invitation only.” Descriptions for all events in the program are limited to 30 words or less.** If your event limits attendance to only members or is by invitation, please make that clear in your 30-word description.

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 revenue 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 food and beverages, speaker fees, or complimentary registrations) for ancillary convention activities such as those in the categories listed above.* If you have approved funds for these services or activities in your FY 2023 budget, we will be happy to help you arrange for them. Please indicate any special needs within your space request. And, **be sure to include the complete 13-digit account code against which we may post all related food and beverage charges; we will not be able to make any arrangements involving costs without this indication of spending approval.**

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 primary presenter, exact session title, and session identification number (MS36, PA145, PC84, PO438, SY43, 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 while submitting your online request, please send an email to convention@naspweb.org. *Once again, the firm deadline for receipt of space requests is **Wednesday, September 7, 2022**. Unfortunately, there can be no exceptions to this deadline.*

I look forward to working with you toward making your event(s) successful and the 2023 convention NASP's best ever. If there are any questions regarding space requests, please do not hesitate to email me at todd.savage@uwrf.edu.

See you in Denver!

Todd A. Savage
NASP 2023 Annual Convention Committee Chair