

The key ingredient in ensuring a successful and productive NEMRA Annual Conference is *preparation*. And to help you prepare NEMRA has developed a Conference Checklist tool. Using the checklist and the many meeting aids referenced in the checklist will result in a more productive conference and a larger return on your investment.

NEMRA Representative Conference Checklist

All Information Located on NEMRA18 Conference website

✓ Conference Registration

- Determine who in your firm will benefit from attending.
- Starting September 18, register your attendees and any spouses who will be attending.
- Indicate the sessions you will attend including the programs for spouses.
- Update your NEMRA Locator profile. Contact NEMRA if login information is needed.
- Complete all registrations prior to November 17th to receive the early bird discounted fee.

✓ Travel and Lodging

- Starting September 18, reserve hotels rooms at the Marriott Marquis San Diego Marina using the Marriott Passkey reservation system on the NEMRA18 Conference site.
- Book airline travel to San Diego (SAN).
- Download Hotel Fact Sheet outlining food & beverage outlet options, hotel amenities, and ground transportation options.
- Download San Diego Fact Sheet for offsite restaurant options.

✓ Meeting Appointments

- Download Meeting Planner Tool to schedule Business Review Meetings and Manufacturer Sales Meetings.
- Schedule Business Meals with Manufacturers – Breakfast, Lunch and Dinner. Be sure to block on Meeting Planner Tool.

✓ Business Review Meeting Content

- Prepare agenda for each principal with your goals and objectives in mind.
- Send agenda in advance alerting manufacturers to the topics you will address.
- Prepare Business Plans for the meetings utilizing the NEMRA presentation template (to be available in October 2017).

NEMRA Manufacturer Conference Checklist

All Information Located on NEMRA18 Conference website

✓ Conference Registration

- Register attendees when conference registration opens on September 18th
- Reply to NEMRA inquiry regarding plans to hold a group Sales Meeting before registration begins on 9/18.
 - 1) Include the point of contact in your company for this meeting.
 - 2) Include accurate number of attendees to ensure proper room size. Manufacturer Sales Meeting rooms will be pre-set with a complete audiovisual package including the following:
LCD projector Package, Screen, and Microphone.
- Indicate speaker sessions you will be attending.
- NEMRA offers a pre-arranged breakfast meeting option called the NEMRA Café. This is included in your conference registration fees and must be selected during your registration process. To ensure adequate seating please include the number of attendees in your party for this service offering.
- Each Manufacturer is entitled to one Business Review Booth. If additional Business Review Booths are desired contact NEMRA. These are on a first come first served basis.
- Update NEMRA Locator Profile- include contact information for all conference attendees and verify listing is accurate. Contact NEMRA if log in information is needed.

✓ Travel and Lodging

- Starting September 18, reserve Hotel Rooms (available via NEMRA room block on 9/18) using the Marriott Passkey Reservation system on the NEMRA18 Conference website.
- If you have a confirmed Suite, contact Hotel to order food and beverage for Suites.
- Contact NEMRA to request affiliate function space for after hours events. The hotel will work with you to finalize details once space release is approved by NEMRA.
- Book airline travel to San Diego (SAN).
- Download Hotel Fact Sheet outlining food & beverage outlet options, hotel amenities, and ground transportation options.
- Download San Diego Fact Sheet for offsite restaurant options.

✓ Meeting Appointments

- Download Meeting Planner Tool and schedule Business Review Meetings with Reps.
- Schedule Business Meals with Reps – Breakfast, Lunch and Dinner. Be sure to block on Meeting Planner Tool.

✓ Sales Meeting Content

- Plan a productive sales meeting by utilizing the NEMRA Guideline for Successful Sales Meetings at the NEMRA Conference.

NEMRA18