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**C H I C A G O**

**48TH AFP INTERNATIONAL  
CONFERENCE ON FUNDRAISING**



**CHICAGO, IL ■ MARCH 20-22, 2011**

## **Frequently Asked Questions**

**Q.** How do I register for the International Conference?

**A.** You can go to the online registration information page at <http://conference.afpnet/registration.cfm>. Online registration will open in November 5, 2010. You also have the option of downloading a pdf registration form to complete and fax to Experient, our registration company.

**Q.** What is included in the full conference registration fee?

**A.** The registration fee covers entry into the marketplace, general sessions, and concurrent educational sessions (that are not ticketed) and receptions (also not ticketed). There are hundreds of sessions to choose from!

**Q.** How do I make reservations for my accommodations during the AFP International Conference?

**A.** Several area hotels will be selected to serve as conference hotels and will offer discounted conference rates. The only way to make a reservation using the AFP discounted rate is by making a reservation through our registration company, Experient. Please keep in mind that staying at one of our conference hotels enables AFP to negotiate for future conferences, and helps us keep the meeting space rental to a minimum, which keeps registration rates from rising. It also will help protect you if the hotel is in a sold out position.

**Q.** How will I receive my badge?

**A.** New for 2011 AFP is using a Scan and Go Registration system! Confirmations will be emailed to you. However badges will not be mailed. Keep your confirmation as they will be used to print your badge at AFP's new Scan and Go Registration! A photo ID will also be required.

**Q.** I need to make changes to my registration, whom do I contact?

**A.** Please contact Experient at (847) 996-5882.

**Q.** I need to change my hotel reservations, whom do I contact?

**A.** Please call Experient at (847) 996-5882.

**Q.** How many people usually attend the AFP International Conference?

**A.** The 2010 conference had just over 3500 Conference attendees. The 2008 conference was our biggest yet, with over 4500 attendees.

**Q.** Can I attend just the Marketplace?

**A.** Yes, you may purchase a One Day General Session and Marketplace only pass for \$250.00.

**Q.** My company is interested in exhibiting. Whom do I contact?

**A.** Please email Susie Patch at [spatch@afpnet.org](mailto:spatch@afpnet.org).

**Q.** My company is interested in advertising. Whom do I contact?

**A.** To advertise in the Conference Program, AFP's magazine - *Advancing Philanthropy*, or the weekly e-newsletter *eWire* please email Jack Sackley with Fox Associates at [jsackley@foxrep.com](mailto:jsackley@foxrep.com).

**Q.** Can my child attend the conference with me?

**A.** No one under the age of 18 is permitted to attend any conference events, unless formally invited by AFP (such as award winners, honorees etc). If you choose to bring a child or children to the AFP conference, you are responsible for obtaining your own child care arrangements. Children are not permitted in the Marketplace or in any educational sessions in the convention center or hotels where AFP is holding events and are not permitted on the AFP buses.

**Q.** Where is the International Conference held?

**A.** Each year the Conference is held in a different U.S. or Canadian city. Locations are selected years in advance. The selected venue is typically a large convention center with sufficient meeting rooms to accommodate the many simultaneous programs, meetings and events that occur during the week. The conference hotels provide additional space for Conference activities. All rooms are climate controlled and smoking is prohibited in the indoor spaces.

**Q.** What about ticketed events and things to do in Chicago?

**A.** Please see the Special Events page and register in advance for our additional offerings! Once you arrive at the Conference you can rely upon the local chapter committee who staff an onsite help desk at the convention center. They can tell you about local attractions, restaurants, and where to find the best their city has to offer!

**Q.** What is the dress code for the International Conference?

**A.** Dress comfortably and wear shoes that are good for walking. Our venues are usually quite spread out. Check the weather for the region before you pack so you will know what to expect of the climate. It is typical that Convention Centers are kept fairly cool, so you may want to have a light jacket or sweater with you for during the sessions.

**Q.** Where can I mail my items I received from conference?

**A.** AFP's Bookstore will also have a buy-and-ship service available so you can ship your purchases directly home or to your office. Also, many of the hotels have business offices in which you can mail your packages.

**Q.** Where is Lost and Found?

**A.** Please check with the Registration Staff, after a few hours we turn lost and found items over to the Convention Center or hotel.

**Q.** Where is the nursing staff?

**A.** EMT staff will be on duty during conference hours. More information will follow on the exact location.