



**2022 CONFERENCE & EXPO**  
JULY 14-16 | PHOENIX, ARIZONA

## **IN-PERSON ATTENDEE FAQs**

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### **What COVID-19 safety precautions are being taken?**

During your attendance at the NALA Conference in Phoenix, AZ you will be required to support our COVID-19 Safety Measures and strictly follow our COVID-19 policies and procedures. These COVID-19 policies and procedures may include, but are not limited to, personal sanitization, mandatory face covering, social distancing, proof of vaccination, and/or a negative COVID test. These policies and procedures may be modified at any time in advance of or during the NALA Conference in Phoenix, AZ. To read more about our COVID-19 Policies, [click here](#).

### **Where do I go to pick up my name badge?**

The Registration/Help Desk will have everything you need to enjoy the conference. Just give us your full name and leave the rest to us!

### **Where do I go if I have questions?**

The NALA staff located at the Registration/Help Desk can help answer any questions you may have.

### **Can I register on-site?**

Yes, you can! Just stop by the Registration/Help Desk and we can take care of registration. However, we recommend you register ahead of time to save money.

### **How many CLE can I earn?**

There will be an opportunity to earn up to 15 CLE during the live conference.

### **How will I get CLE credit for the sessions I attend?**

Scan the barcode on your name badge at the scanner located inside each room and your scan will be recorded. No need to scan out when leaving your session. If you decide to attend another session, just scan your badge, . Scanners will deactivate a few minutes after the start of a session.

### **How will I receive the handouts or slides from each session?**

All handouts/slides for each session will be available directly on the conference platform.

### **Will the sessions be recorded?**

Yes, education sessions will be recorded. In-person attendees will be able to access the conference recording bundle free of charge following the conference.

### **What are some networking opportunities?**

One of the greatest benefits of attending the conference in person is the vast opportunities to network with your paralegal peers. Your best chance of making valuable connections would be at our Opening Night Reception on Thursday. We recommend bringing some business cards! There will also be a conference attendee Facebook group for both in-person and virtual attendees.

### **What is the attire like at the conference?**

We want our attendees to be comfortable during their time at the conference so we generally recommend business casual attire. The meeting rooms can often be chilly so we suggest bringing a light sweater as well as some comfy shoes. The city of Phoenix itself can reach temperatures of 105°F during the day and as low as 80°F at night.



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**What food and beverages are provided at the conference?**

Thursday: Full Conference and Thursday-Only attendees are provided a continental breakfast, a few refreshment breaks, lunch, and hors d'oeuvres during the Opening Night Reception.

Friday: Full conference attendees are provided with a continental breakfast, a few refreshment breaks, and hors d'oeuvres during the Installation of Officers Reception.

Saturday: Full conference attendees are provided with a continental breakfast and a few refreshment breaks throughout the day.

**What if I brought a guest and they want to attend?**

The NALA business meetings such as the Affiliated Associations Annual Meeting & Awards and the Annual Membership Meeting & Awards are open to anyone who wishes to attend. Just visit the Registration/Help Desk to receive a visitor's pass. Guest tickets for lunch are available for purchase. However, anyone who wishes to attend the education sessions will need to register for the conference.

**What is the cancellation policy?**

In-person attendees who cancel 30 days or more in advance of the conference (by June 22, 2022) will receive a 100% refund. Cancellations made less than 30 days before the event will be charged a \$100 cancellation fee.

**VIRTUAL ATTENDEE FAQs**

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**Can I register once the conference has started?**

Unfortunately, we are unable to process virtual registrations after July 8<sup>th</sup>, so make sure to sign up early!

**Will I receive an @Home care package?**

Virtual attendees will not be mailed a care package this year.

**How do I access virtual sessions?**

Virtual Conference Attendees and Meetings-Only Attendees can access the virtual platform online through any internet browser. We will provide that link to virtual attendees in the days before the conference. (Please note that Meetings-Only registrants will not have access to CLE sessions.)

**How many CLE can I earn?**

There will be an opportunity to earn up to 15 CLE during the live conference.

**How will I get CLE credit for the sessions I attend?**

Once you join the session you want to attend, your attendance will be monitored. Attendees do not have to check in or check out of each online session. Attendance will only be given for one concurrent session. You do not need to have your camera on for a session to earn CLE.

**How will I receive the handouts or presentations from each session?**

All handouts/slides for each session will be available directly on the conference platform.

**Will I be able to ask questions during a live session?**

Yes. Throughout the session, attendees will be able to ask questions in the virtual chat room. Each session will have a moderator who will present the online questions to the speaker near the end of the session if time allows.

 **NALA** | THE PARALEGAL  
ASSOCIATION

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**Will the sessions be recorded?**

Yes, education sessions will be recorded. Virtual attendees will be able to access the conference recording bundle at a deeply discounted price.

**Will I have access to recordings if I cannot attend the live sessions?**

Your registration fee only covers live sessions. However, virtual attendees will be able to access the conference recording bundle at a deeply discounted price.

**When will the conference recording bundle be available for purchase?**

The conference recording bundle is available for purchase; however, will not be accessible until September or October.

**Will I receive a certificate of completion? If so, when, and where do I access this?**

Yes. Approximately 4-6 weeks after the conference you will receive an email stating your certificates of attendance are ready to download from your NALA Education account. You will also receive an email inviting you to accept your digital badge of attendance.

**Will there be networking opportunities?**

You can join the Conference Attendee Facebook Group. This exclusive Facebook group is the main social site for interacting with other virtual attendees. Post photos, videos, status updates, and questions right from a common platform. We will provide attendees with the link to the group in the weeks ahead of the conference.

**What is the cancelation policy?**

Virtual attendees who cancel 8 days or more before the conference (by July 6, 2022) will receive a 100% refund. We are unable to process virtual refunds after July 6, 2022.

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**For any additional questions please contact our office at (918) 587-6828 or by email at [nanet@nala.org](mailto:nanet@nala.org), and a NALA Member Services Representative will gladly assist you.**