

## IN-PERSON ATTENDEE FAQs

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

NALA is committed to keeping our conference guests healthy and safe. You will be required to follow our COVID-19 Safety & Conference Policies. We remain up to date on the guidelines and mandates that are designed with safety in mind. While we do not currently require masks or social distancing, we do encourage them. For more information about our COVID-19 Safety & Conference Policies and what the Westin Copley Place, Boston is doing to keep its guests safe, visit our [website](#).

### 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 your 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 13 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. There is no need to scan out when your session ends. Scanners will deactivate a few minutes after the start of a session. *Note: If you decide to attend another session, just scan your badge when entering the new session. You will not receive credit for both.*

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

All handouts and slides for each session will be available directly on the conference app.

### Will the sessions be recorded?

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



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**What are some networking opportunities?**

Some of the greatest benefits of attending the conference in person are the vast opportunities to network with your paralegal peers. Your best chance of making valuable connections will be at our Opening Night Reception on Wednesday. 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 dressing in layers and bringing a light sweater and comfy shoes. Boston itself has an average temperature of 82°F during the day and 66°F at night in mid-July.

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

Wednesday: Full Conference and Wednesday Single Day Pass attendees are provided with a continental breakfast, a few refreshment breaks, lunch, and hors d'oeuvres during the Opening Night Reception.

Thursday: Full Conference and Thursday Single Day Pass attendees are provided with a continental breakfast, a few refreshment breaks, and hors d'oeuvres during the Installation of Officers Reception.

Friday: Full Conference and Friday Single Day Pass 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 \$50. However, anyone who wishes to attend the educational sessions will need to register as an attendee for the conference.

**What is the cancelation policy?**

In-person attendees, including single day pass holders, who cancel their registration by June 23, 2023, will receive a 100% refund. Cancelations made after June 23<sup>rd</sup> will be charged a \$100 processing fee. There will be no refunds after July 7<sup>th</sup>.

## **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 12<sup>th</sup>, so make sure to sign up early!

### **How do I access virtual sessions?**

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

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

There will be an opportunity to earn up to 13 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. 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 slides from each session?**

All handouts and slides for each session will be available directly on the conference app.

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

Yes. Throughout the session, attendees will be able to ask questions on the virtual platform through the Q&A area. Each session will have a moderator who will present the online questions to the speaker near the end of the session, if time allows.

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

Yes, the educational 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. Each recorded session will also be available for individual purchase.

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

It is currently available for purchase, but it will not be accessible until September or October.



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

Yes. Approximately four to six weeks after the conference, you will receive an email stating that 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 group is the main social site for interacting with other virtual attendees. Post photos, videos, status updates, and questions right on 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 seven or more days prior to the conference (by July 5, 2023) will receive a 100% refund. There will be no virtual refunds after July 5<sup>th</sup>.

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