



VOLUNTEER

MANUAL

*NCA Annual
Convention*

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INTRODUCTION

Thank you for volunteering your time and effort to help make the National Communication Association (NCA) Annual Convention a success! This manual provides essential information about your roles, responsibilities, guidelines, and procedures to ensure a smooth and enjoyable experience for everyone.

The goal of our volunteer program is to roll out the red carpet and show the attendees an incredible time. During the Convention, you are our ambassadors; the success of this conference is very much in your hands. There are a variety of volunteer roles for our student members. Shifts include assisting in a pre-conference workshop room, registering exhibitors upon their arrival, helping out with speakers on the stages, serving as a greeter and directing attendees, and so much more. There are many ways to get involved! Please use this unique opportunity to make new connections and learn more about NCA.

In this manual you will find important information on NCA and volunteer details. You will be the first-person attendees turn to for information, directions, and assistance. The more you know, the more helpful you will be!

For additional questions, please contact us at convention@natcom.org.

1. VOLUNTEER ROLES & RESPONSIBILITIES

Access Assistant

Access Assistants are available to attendees who require assistance navigating the convention.

Volunteer Responsibilities:

- Provide directions or assistance as needed to attendees traveling between properties.
- Assist attendees in finding specific session rooms.

Convention Usher/Session Monitors

Ushering provides a great opportunity for students to attend programs and observe the convention. Ushers capture session attendance, which helps identify opportunities for change and improvement.

Volunteer Responsibilities:

- Count and record attendance at each program and return this information to the appropriate supervisor.
- Direct presenters on how to request assistance if needed.
- Provide directions to those attending the convention.

Exhibit Hall Support

These volunteers make the exhibit hall friendly, fun, and easy to navigate. This role is great for someone who enjoys meeting new people.

Volunteer Responsibilities:

- Greet NCA Hub visitors with enthusiasm and positivity.
- Engage with exhibitors as needed.
- Answer exhibit hall-related questions.
- Inform and direct attendees to exhibit hall activities.
- Monitor the texts in the Combined Book Exhibit (if available at the Convention).
- Provide order forms for attendees interested in purchasing a book (volunteers will not process purchases).

Exhibitor Check-In/Awards Pick-Up

Exhibitor Check-in is where all exhibitors pick up their badges and materials. The Award Pick-Up Area is where NCA leadership collects award plaques for distribution.

Volunteer Responsibilities:

- Distribute badges and materials.
- Exchange badges.
- Provide assistance to exhibiting organizations.
- Distribute award plaques.
- Strong attention to detail is required.

Floater

Can't decide on a role? Serve as a Floater to help the Volunteer Office with special tasks, break relief, or filling any open volunteer positions.

Volunteer Responsibilities:

- Be flexible and assist wherever needed.
- Familiarize yourself with other volunteer roles to provide effective support.

Greeter

Greeters welcome all attendees to the Annual Convention and direct them to their next session or other areas.

Volunteer Responsibilities:

- Provide directions or assistance to attendees navigating the convention site.
- Help attendees find specific session rooms, NCA registration, and the exhibit hall.

Graduate School Open House/Career Center

The Graduate School Open House offers colleges and universities the opportunity to highlight their programs while allowing prospective students to access a large number of programs at one time.

The Career Center provides departments with job openings the opportunity to distribute information about their listings and gives jobseekers the chance to meet with potential employers.

Volunteer Responsibilities:

- Check in participating departments and help department representatives find and set up their areas.
- Help attendees/applicants find specific booths and answer questions.
- Welcome attendees to the session.
- Ensure all attendees have NCA badges before entering the session.

Information Center & Volunteer Office

If this is not your first NCA Convention, this is the job for you! You will help newcomers get their bearings and assist other volunteers.

Volunteer Responsibilities:

- Answer general conference questions and give directions.
- Sign in volunteers for their shifts and recruit new volunteers for unfilled positions.
- Serve as a Floater and be available to fill in volunteer shifts as needed throughout the conference.

Registration Area

This is the hub of activity and where you will see everyone in attendance pass through. We are looking for especially energetic and friendly volunteers.

Volunteer Responsibilities:

- Assist attendees with directions and information.
- Collate/stuff convention materials.
- Assist attendees with the check-in process for registration or other events.
- Registration Area volunteers must be able to lift 25 lbs.

Pre-conference & Short Course Ushers

Pre-conferences are half- or full-day sessions held on Wednesday that take a "deep dive" on a topic or issue. Short Courses are "how-to" courses designed to give attendees skills or knowledge to take back to their institution and implement.

Volunteer Responsibilities:

- Count and record attendance at each program and return this information to the appropriate supervisor.
- Provide directions to early attendees and answer any questions they may have.
- Serve as 'teaching assistants' for the instructors.

Special Event Assistants

Special Event Assistants play a vital role in ensuring that various events during the convention run smoothly. These volunteers will help manage logistics and provide support for special events, creating a memorable experience for all attendees. NCA staff will be available during the event to address questions or concerns.

Volunteer Responsibilities:

- Assist in the setup and breakdown of special events, including seating arrangements and audiovisual equipment.

- Help coordinate the flow of attendees during events, ensuring they have the necessary materials.
- Provide materials, information, and assistance to attendees during special events.
- Assist presenters as needed.
- Report any issues or concerns to NCA staff promptly.

2. VOLUNTEER GUIDELINES

- **Check-In:** All volunteers must check in **15 minutes before their shift** at the Volunteer Check-In Desk located at the Galerie registration desk at the New Orleans Marriott (555 Canal St). This is where you will obtain your badge. Please do not bring any personal items.
- **Dress Code:** Volunteers should wear comfortable clothing and closed-toe shoes. As you are likely to be on your feet most of the day, comfortable shoes are a must. A volunteer sticker will be provided.
- **Punctuality:** Arrive on time to ensure a timely start to your shift.
- **Communication:** Keep communication open with your volunteer coordinator and fellow volunteers.
- **Professionalism:** Maintain a positive attitude and provide excellent customer service to all attendees.
- **Familiarization:** As a volunteer, it is your responsibility to familiarize yourself with the following:
 - The Conference Program (provided [online](#) and via the mobile app).
 - The Convention meeting space locations: maps are provided.
 - The locations of landmarks such as the hotels:
 - New Orleans Marriott (555 Canal St)
 - Sheraton New Orleans (500 Canal St)
 - The location of registration, food outlets and kiosks, bathrooms, etc.
- **Food and Beverage:** Food outlets are located on both properties. Food kiosks will be available in the Exhibit Hall on Thursday and Friday from 11:45 AM - 1:15 PM Please note that the Marriott is a cashless facility, so be sure to bring your cards for purchases!
 - Please schedule to get your food before or after your shift as there will not be enough time on a 15-minute break.
- **Breaks:** You will be given water and restroom breaks, as needed, during your shift. Make sure to coordinate this with your volunteer coordinator or others working your shift so that coverage is maintained in your assigned area. You are not to leave for your break/lunch until your replacement returns.
- **Feedback:** After the convention, please complete the feedback survey to help us improve future events.

3. CODE OF CONDUCT

As a volunteer, you serve as an ambassador for the NCA and are expected to behave professionally at all times. Please adhere to the following guidelines:

- No alcohol or illegal drug use.
- No inappropriate language.
- Do not ask for autographs while on duty.
- The Convention Center is a smoke-free zone; no smoking inside the building.
- Avoid confrontational behavior and remain respectful to all attendees and fellow volunteers.
- If you suspect any questionable behavior or activity, contact your volunteer coordinator immediately.
- Do not leave your post unless you have arranged coverage with another volunteer and checked in with your coordinator.
- Please help keep your area clean; trash cans will be available throughout the Convention Center.

DO Bring:

- A positive attitude and enthusiasm! Your energy contributes to a great experience for attendees.
- The volunteer manual, which will be posted online for easy access.
- Any relevant information previously sent, including your check-in time and location.
- Your mobile phone for emergency use only; please keep it on vibrate during your shift.
- Any necessary medication you might need throughout the day.
- Comfortable clothing and walking shoes, as you will be on your feet for most of your shift.
- Money for refreshments at food outlets or kiosks.

DO NOT Bring:

- Valuables or weapons of any kind.
- There will be no storage available for personal belongings.
 - NCA is not responsible for lost or stolen items.
- Pets (unless for accessibility purposes).

4. PROCEDURES

- **Volunteer Orientation:** Attend the mandatory orientation session prior to the convention to familiarize yourself with your role and the event layout. Click [here](#) to sign up for the session being held on November 14, 3:00 PM-4:30 PM ET
- **Check-In:** Check in at the Volunteer Check-In Desk to confirm your availability and receive any updates.
- **Dismissal Times:** All volunteers must check out at the volunteer desk before leaving.
- **Shift Coverage:** If you have any delays, changes, or cancellations to your shift, please contact convention@natcom.org. If you do not fulfill your volunteer commitment, you will be required to pay for your convention attendance.
 - If NCA has changes to your schedule, we will contact you immediately.
 - If you know at least two weeks in advance of your shift that you are unable to work, please login to the volunteer registration system and cancel your shift. If less than TWO WEEKS, please email convention@natcom.org regarding your cancellation.
 - We will make every effort to accommodate your requested job/shift. Due to last minute changes beyond our control, things may change. **We do ask volunteers to be flexible.** Shifts are subject to change based on event programming.
- **Media Coverage:** If local, national, and international media is present at the event, please refrain from speaking with any media sources on behalf of NCA and direct all inquiries to NCA staff.
- **Photography & Filming & Social Media**
 - **During your shift:** We ask volunteers to refrain from taking videos or photographs to ensure you can focus on your responsibilities.
 - **Off shift:** We encourage you to take photos and share your experiences using the hashtags #NCA2024 and #NCAConvention.
 - **Follow us on social media:** Like us on Facebook and follow us on Twitter @NatComm or Instagram at @nationalcommunicationassoc.

5. SECURITY / REPORTING CONCERNS / & MORE

Security

- See Something, Say Something
 - Report unattended bags, packages, strollers, etc.
 - Report suspicious persons or activities.
 - Describe specifically what you observed, including:
 - Who or what you saw, When you saw it, Where it occurred, Why it's suspicious
 - Be Diligent.... If it doesn't look right, it probably isn't
 - DO NOT APPROACH suspicious individuals.
 - Report to NCA staff or security.
- What to do in an Emergency Situation
 - Know your surroundings, including exits, first aid stations, escalators, stairwells, and fire extinguishers.
 - Remain calm.
 - Contact NCA staff or report to registration or the volunteer desk.
 - Follow instructions from NCA staff, hotel staff, or security personnel.
 - Assist those around you to safety.
 - In the event of a city-wide evacuation, updates will be posted on the NCA Convention Website (www.natcom.org/convention) and app and sent via email to registered attendees.
- Reporting an Emergency

Describe specifically what you are reporting, including:

 - What type of emergency; medical, fire
 - Where it occurred; as exact as you can be
 - Your location
 - What actions have been taken
 - Report to NCA staff (located at registration or the volunteer desk), Security or Law Enforcement

Feeling Unsafe or Harassed

If at any point you feel unsafe or experience harassment while volunteering, please take the following steps:

- **Remove Yourself from the Situation:** If you feel uncomfortable, step away from the area or situation.

- **Seek Support:** Immediately report incidents that violate the convention Anti-harassment Code of Conduct to codeofconduct@natcom.org or by texting 202-893-6203.
- **Document the Incident:** If safe to do so, make a note of the details, including what happened, when, and where. This information will be helpful for any necessary follow-up.
- **Contact Security:** If you feel threatened or in danger, contact security personnel immediately.

Remember, your safety and well-being are a priority. Do not hesitate to speak up if you need assistance.

First Aid

- First Aid Kits can be found at the registration desk.
- For minor emergencies, please dial one of the following numbers from a house phone:
 - **Marriott:** 5511
 - **Sheraton:** 5090 (direct dial 504.592.5604)
- For major emergencies, please send someone to the nearest Information Booth, registration, or contact an NCA staff member or security guard. Each staff member knows how to connect with emergency personnel.
- If a life-threatening emergency or a police emergency arises and you cannot quickly reach a staff member, then dial 911 on your cell phone. All incidents should be reported to NCA staff at registration immediately.

Lost Child Procedures

- Should you find a lost child, or lose a child, please escort the child/parent to the nearest Information Booth located on the 2nd Floor at the Marriott and in the Lobby at the Sheraton. These booths act as our safety hubs.
- Afterwards, all lost children should be escorted to Riverview 1, 41st Floor, Marriott, where attempts to contact family will be made. Maps will be available onsite that identify the Info Booth Locations.

Lost and Found Items

- Please bring lost items to the Lost and Found location at the Registration Desk in the Exhibit Hall.

6. FREQUENTLY ASKED QUESTIONS

FAQs for Volunteers

Q: How many hours will I be volunteering?

A: Volunteer shifts typically range from 4 to 6 hours per day, depending on your assigned role.

Q: What if I have questions during my shift?

A: Please reach out to your volunteer coordinator or another staff member for assistance. You may also email convention@natcom.org or text 202-893-6203.

Q: Can I attend sessions while volunteering?

A: Yes, you are encouraged to attend sessions as your schedule allows. Just ensure you fulfill your volunteer commitments.

Q: Will I receive a meal during my shift?

A: Refreshments are not provided. It is advisable to bring snacks or meals as needed.

Q: My shift doesn't begin until Saturday, but I arrive on Wednesday. How do I obtain my badge?

A: You can obtain your badge by going to the volunteer desk. Unfortunately, you will be unable to print your badge in the general registration area.

Q: What should I do if I can't make my scheduled shift?

A: Please notify the volunteer coordinator as soon as possible to arrange for coverage. You will be required to pay for convention registration if you attend the convention.

Q: Will I receive training for my volunteer role?

A: Yes, all volunteers are expected to attend the mandatory orientation session prior to the convention to familiarize yourself with your role and the event layout. Click [here](#) to sign up for the session being held on November 14, 3:00 PM-4:30 PM ET.

Q: Are there any perks for volunteering?

A: Volunteers may receive complimentary registration, \$15 meal vouchers, and more at the convention.

Q: What should I wear as a volunteer?

A: Comfortable attire is recommended, and you may be provided with a volunteer sticker or button to wear during your shifts.

Q: How will I know my volunteer schedule?

A: When registering for your volunteer position, you selected your preferred shift. You can locate a confirmation of your shift in your registration confirmation. You may also confirm your shift by emailing convention@natcom.org or by contacting the onsite volunteer coordinator at the volunteer check-in desk.

Q: What if I have special needs or require accommodations?

A: Please contact convention@natcom.org in advance, and we will do our best to accommodate your needs.

Q: How do I identify NCA staff?

A: All NCA staff will be wearing an NCA National Office badge.



FAQs for NCA Convention Attendees

General & Venue Information

Q: Where can I find all convention related information.

A: The easiest way to find all convention related information is via the NCA website and app.



NCA 2024 App



NCA Website

Q: Where can I find the schedule of events?

The schedule is available in the convention program booklet, on our [website](#), and in the app.

Q: When are concurrent sessions being held during the convention?

A: Concurrent sessions are being held at the following dates and times:

- Wednesday, 8:00 AM-5:00 PM (pre-conferences)
- Thursday, 8:00 AM-5:15 PM
- Friday, 8:00 AM-5:15 PM
- Saturday, 8:00 AM-5:15 PM
- Sunday, 8:00 AM-12:15 PM

Please note that General Sessions are being held at the following dates and times:

- Opening Session: Thursday, 5:30-6:45 PM
- Carroll C. Arnold Lecture: Friday, 5:30-6:30 PM
- Presidential Address and Awards Presentation: Saturday, 5:00-7:00 PM

Q: Where can I find the convention venue floorplans?

A: Floor plans are available in the front section of the print program, online program, convention website, and app. You can also scan the QR code below to access the programs.



Marriott



Sheraton

Q: Where can I find restrooms?

A: Restrooms are located on each floor of the convention venues. Please review the maps for exact locations and follow the signs throughout the venue to guide you.

Q: Is parking available?

A: Yes! Both the Marriott and the Sheraton offer parking options. Below are their respective prices:

- Marriott: Valet- \$49 regular sized vehicles, \$55 oversized vehicles
- Sheraton: On-Site- \$42 Valet- \$52

Q: Can I present or attend virtually?

A: No. NCA is not currently hosting hybrid conventions. As such, all presenters and attendees are required to be physically present at the event.

Registration and Exhibit Hall

Q: What are registration and exhibit hall hours, and where are they located?

A: The NCA registration and exhibit hall are located in the Grand Ballroom of the Marriott (3rd floor).

Registration Hours:

- Wednesday, November 20 3:00 – 7:00 PM
- Thursday, November 21 7:30 AM – 5:00 PM
- Friday, November 22 7:30 AM – 5:00 PM
- Saturday, November 23 7:30 AM – 3:00 PM

Note: The registration area will not be open on Sunday, November 24.

Exhibit Hall Hours:

- Wednesday, November 20 3:00 PM – 7:00 PM
- Thursday, November 21 7:30 AM – 5:00 PM
- Friday, November 22 7:30 AM – 5:00 PM

Note: Food kiosks will be available in the Exhibit Hall on Thursday and Friday from 11:45 AM - 1:15 PM

Additional Events in the exhibit hall:

- Graduate School Open House: **Thursday, November 21** from 1:00 – 4:00 PM. This event provides a chance to meet with representatives from various graduate programs.
- Career Fair: **Friday, November 22** from 9:00 AM – 12:00 PM. This event offers resources for job seekers at all stages of their employment search. Bring a copy of your CV for feedback at the CV Consulting Corner.

Q: What and where is the NCA Hub?

A: The NCA Hub is NCA's booth (#309) in the exhibit hall booth. Visit the Hub to connect with NCA staff and learn about available resources. You can also demo our new website, take headshots, and win prizes. This is a great opportunity for students, educators, and professionals in the field of communication to stay updated on the latest developments in research, teaching, and practice.

Q: How do I register for Pre-conferences, Short Courses, or the convention?

A: Registration can be completed [online](#) or at the registration desk. You must be registered for the convention to sign up for Pre-conferences and Short Courses.

Q: Can I purchase a one-day pass for the convention?

A: No, you must be registered for the full convention in order to attend.

Networking and Social Events

Q: Is there a designated area for networking?

New this year, the **Student Lounge** will be available from Thursday to Sunday in the Southdown Room, 4th Floor, Sheraton for students to relax, recharge, and share experiences. Both student and non-student attendees can network at social events, in the **Recharge Room** (Poydras, Sheraton, 3rd floor), or in common areas throughout the venue.

Q: Are there any social events or mixers planned?

A: Yes! Use the "Social Event" filter on the online program or app to find all scheduled events.

- **Online Program:** click on Search/Filter Program > Social Event (in the “Type” section) > Submit
- **App:** click on Program > Full Program > Filter > Session Types > Social Event.

Accessibility and Services

Q: Where can I find accessibility services?

A: Accessibility services are available at the registration desk. Our access assistants will be located near the entrance of each venue.

- **Area of Rescue Assistance:** Clearly marked areas will be established on each upper floor for attendees needing assistance during a hotel evacuation. For help locating these areas, contact an NCA staff member. In the event of a hotel evacuation during convention hours, hotel staff will check these areas for attendees who require assistance. In the event of a hotel evacuation outside of convention hours, attendees are instructed to remain in their guest rooms. Please be sure to indicate that you may need assistance upon check-in.
- **Emergency Evacuation Plan:** Follow hotel staff instructions during evacuations. In the event of a city-wide evacuation, updates will be posted on the NCA Convention Website (www.natcom.org/convention) and app and sent via email to registered attendees.
- **Wheelchair/Scooter Charging Stations:** Available in the Exhibit Hall at the Marriott and the Evergreen Room (4th floor) at the Sheraton.
- **Wheelchair/Scooter Rentals:** NCA will have a limited number of scooters available for attendees. Attendees are required to sign the scooters in and out each day in the exhibit hall. Please note that these are for unanticipated needs. Convention attendees are responsible for renting, paying, and organizing the drop off and pick up of wheelchairs and scooters.

Total Access Mobility Services

Address: 500 Port of New Orleans Pl, New Orleans, LA 70130

Phone: 504.534.3366

Website: totalaccessmobility.com

Discount Code: **NCAO24**

- **Enlarged Print Program:** Large print versions of the program are available at the registration desk.
- **ASL Interpretation:** There will be interpreters at all general sessions.
- **Braille:** Room numbers, elevator buttons, and meeting room names/numbers are labeled in Braille.
- **Gender Neutral Restrooms:** Located on the 2nd floor near Galerie 6 and on the 4th floor near the Blues Office in the Marriott, and on the 3rd floor near Napoleon Ballroom C1 in the Sheraton.
- **Lactation Room:** Located in the Blues Room, 4th Floor, Marriott.
- **Quiet Room:** Available in the Audubon Room, 5th Floor, Marriott, and at the Grand Ballroom Registration Desk, 5th Floor, Sheraton. These rooms should not be used for meetings or phone calls.

Q: Is NCA offering childcare services?

A: Yes! Kiddie Corp will provide childcare services for Camp NCA from 7:00 AM to 7:00 PM, Thursday through Saturday for children aged 6 mo. – 12 years old. Advance registration is recommended as on-site registration is not guaranteed. Questions, contact Kiddie Corp at info@kiddiecorp.com or 858-455-1718.



Food and Beverage

Q: Where can I find food and beverage options?

A: Options are available at both the New Orleans Marriott and Sheraton New Orleans hotels, as well as nearby restaurants.

New Orleans Marriott:

NCA Food Kiosk (Exhibit Hall)

Lunch:

Thursday and Friday: 11:45 AM – 1:15 PM
(credit/debit only)

5Fifty5 Restaurant (Lobby Level)

Breakfast:

Monday - Friday: 6:30 AM – 11:00 AM
Saturday – Sunday: 6:30 AM – 12:00 PM

Lunch: Monday – Friday: 11:00 AM – 2:00 PM
Saturday – Sunday: 11:00 AM – 2:00 PM

Great Room (Lobby Level)

Sunday – Thursday: 11:00 AM – 12:00 AM
Friday – Saturday: 11:00 AM – 1:00 AM

Canal Street Pantry (Lobby Level)

Breakfast: 6:30 AM – 11:00 AM
All Day Food Options: 11:00 AM – 12:00 AM
Alcoholic Options: 6:30 AM – 12:00 AM

Burger Bar (on Canal Street)

Sunday – Thursday: 11:00 AM – 12:00 AM
Friday – Saturday: 11:00 AM – 1:00 AM

Sheraton New Orleans:

Roux Bistro (2nd floor)

Sunday – Saturday: 6:30 AM – 11:00 AM

Starbucks (lobby)

Sunday – Saturday: 6:00 AM – 6:00 PM

Pelican Bar (lobby)

Sunday – Saturday: 11:00 AM – 12:00 AM

Q: What should I do if I have dietary restrictions?

A: Please inform the catering staff at any meal events, and they will accommodate your needs as best as possible.

Technology & Connectivity

Q: Is there a mobile app for the convention?

A: Yes! The app provides schedules, maps, and updates. Download it by scanning the QR code or searching for “NCA 2024” in the Apple Store or Google Play. If you get stuck, visit the app support desk in the exhibit hall.



Q: Is there Wi-Fi available at the convention?

A: Yes, free Wi-Fi is available.

Marriott

Network: NCA Conference

Password: NCA-2024

Sheraton

Network: MarriottBonvoy_Conference

Password: NCA-2024

AV must be requested at the time of submission. If it was not requested, it is not possible to add it now.

Q: How can I get audiovisual (AV) equipment in my session room?

A: AV equipment must be requested at the time of submission. If you did not request it initially, it cannot be added later.

Q: Will laptops be provided?

A: NCA will not provide laptops for personal use.

Q: Where can I find an adapter for my computer?

A: NCA has supplied a VGA to HDMI adapter with all projectors. No additional adapters are available beyond what is already provided in the session room.

Emergency Procedures

Q: What should I do in case of an emergency?

A: Follow the instructions of convention staff, security, and volunteers.

- Emergency exits are clearly marked.
- First Aid Kits can be found at the registration desk.
- For minor emergencies, please dial one of the following numbers from a house phone:
 - **Marriott:** 5511
 - **Sheraton:** 5090 (direct dial 504.592.5604)
- For major emergencies, report to the nearest security guard, NCA staff member, or registration desk.
- For life-threatening emergencies, dial 911. All incidents should be reported to NCA staff at registration immediately.

Lost & Found

Q: What do I do if I lose something during the convention?

A: Please check with the lost and found at the registration desk.

Feedback and Assistance

Q: How can I provide feedback about the convention?

A: We encourage feedback! You can fill out a feedback form available via email post convention and/or contact convention@natcom.org.

Q: How can I contact a volunteer during the convention?

A: Volunteers are stationed throughout the venue. You can approach any volunteer for assistance or check the information desk.

7. CONTACT INFORMATION

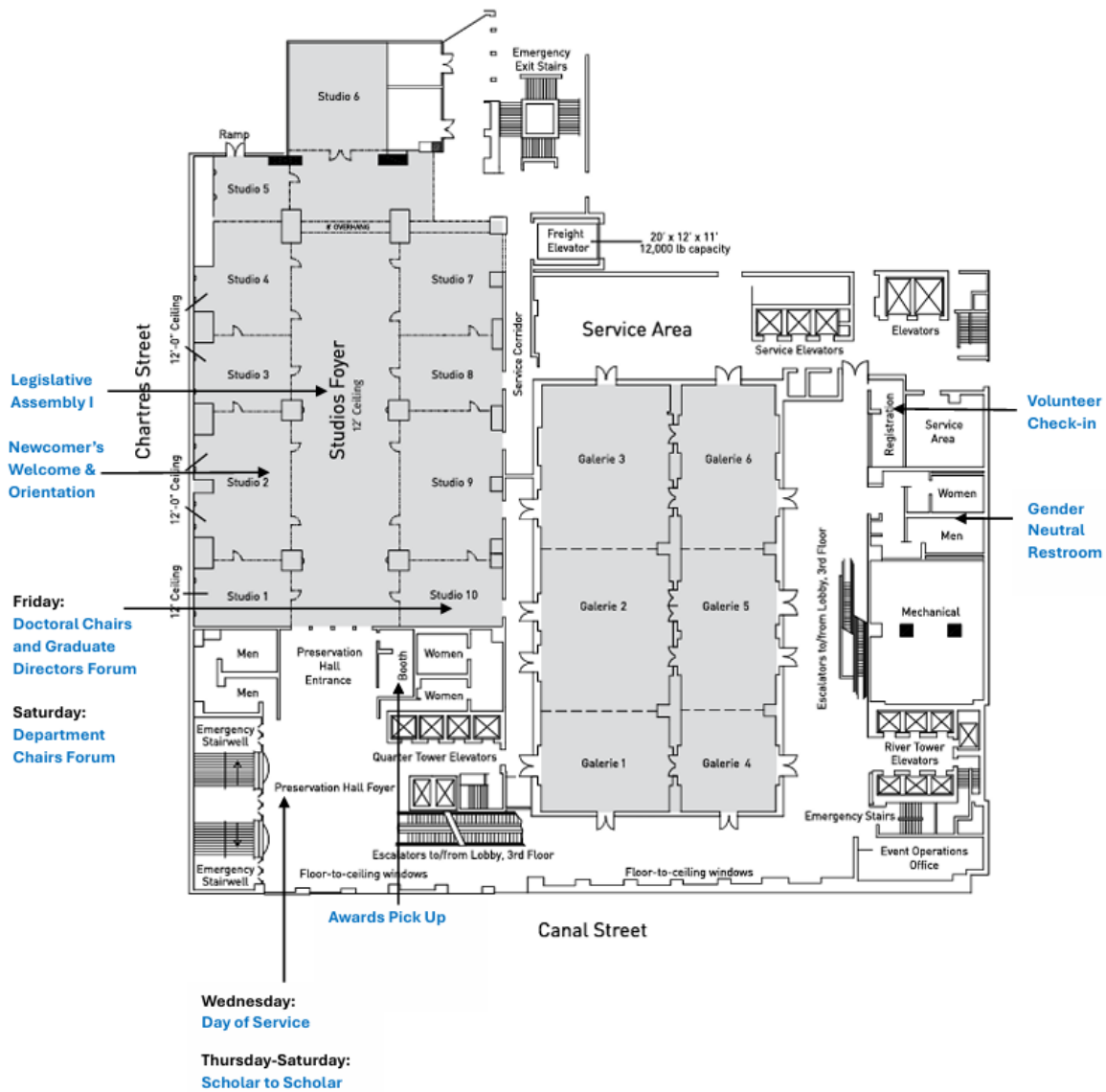
For any questions or concerns during the convention, please reach out to:

- Email: Convention@natcom.org
- Phone: 202.534.1112 or 202.534.1113
- Text: 202-893-6203

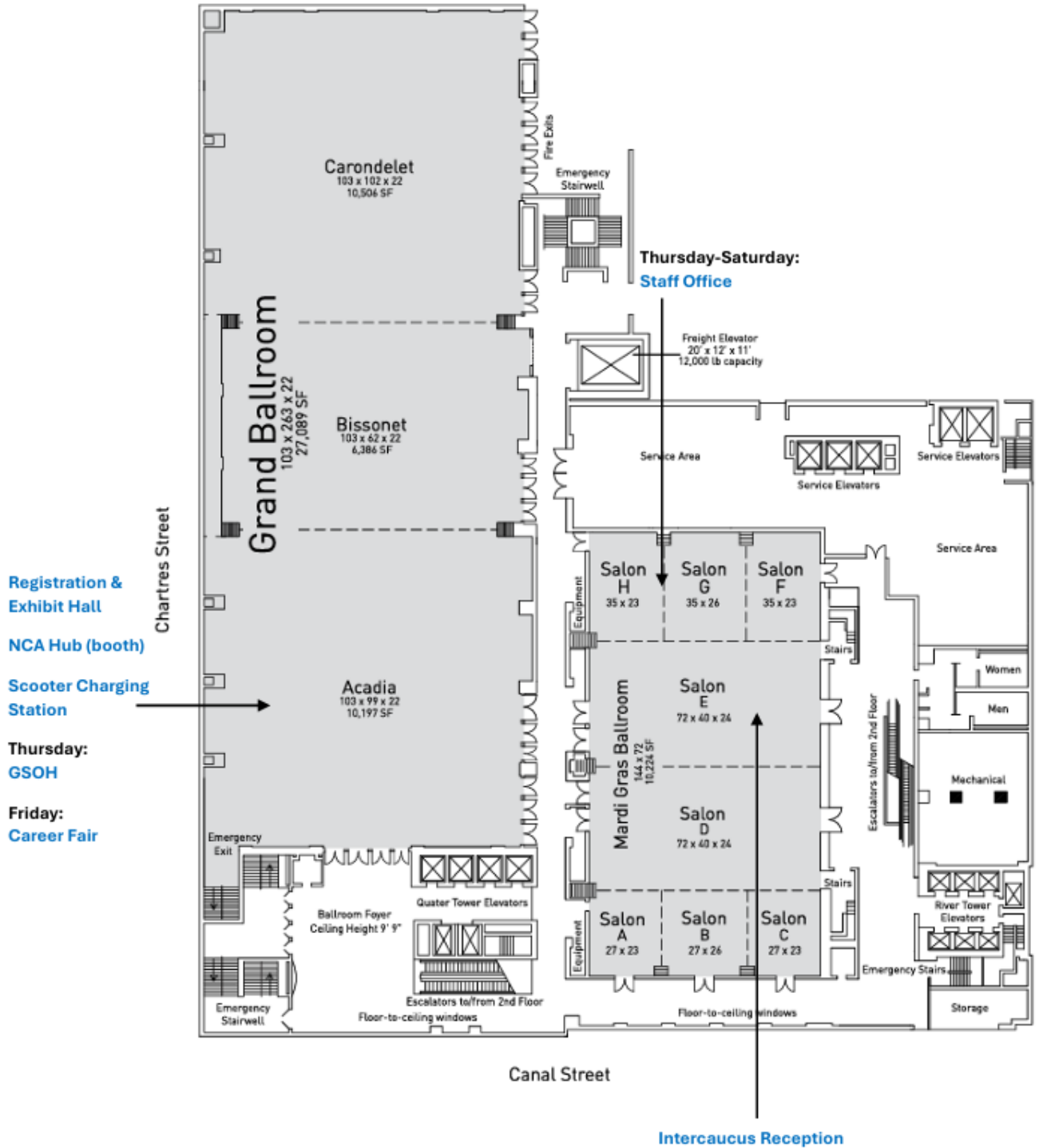
APPENDIX

New Orleans Marriott Maps

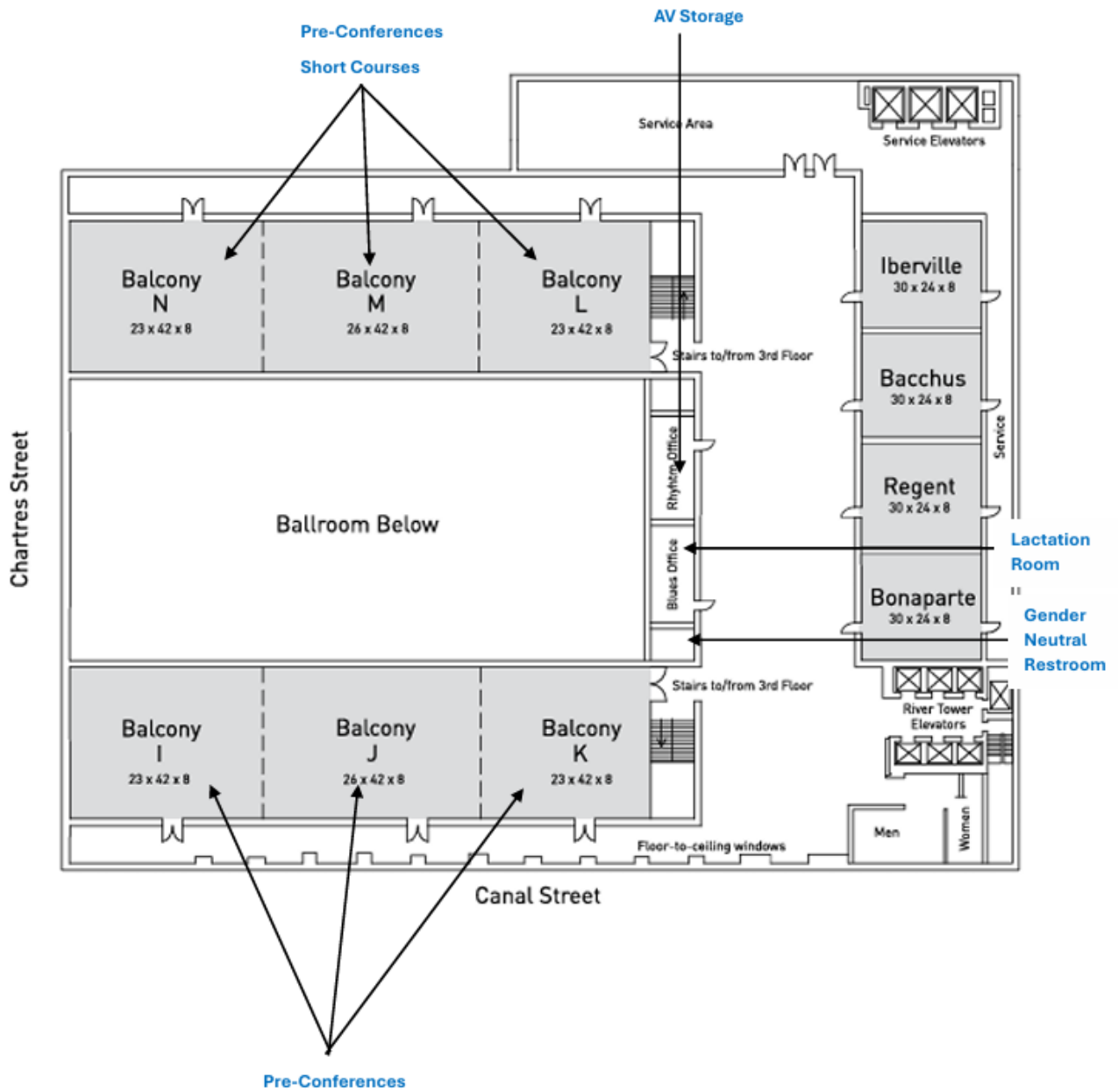
2nd Floor (Marriott)



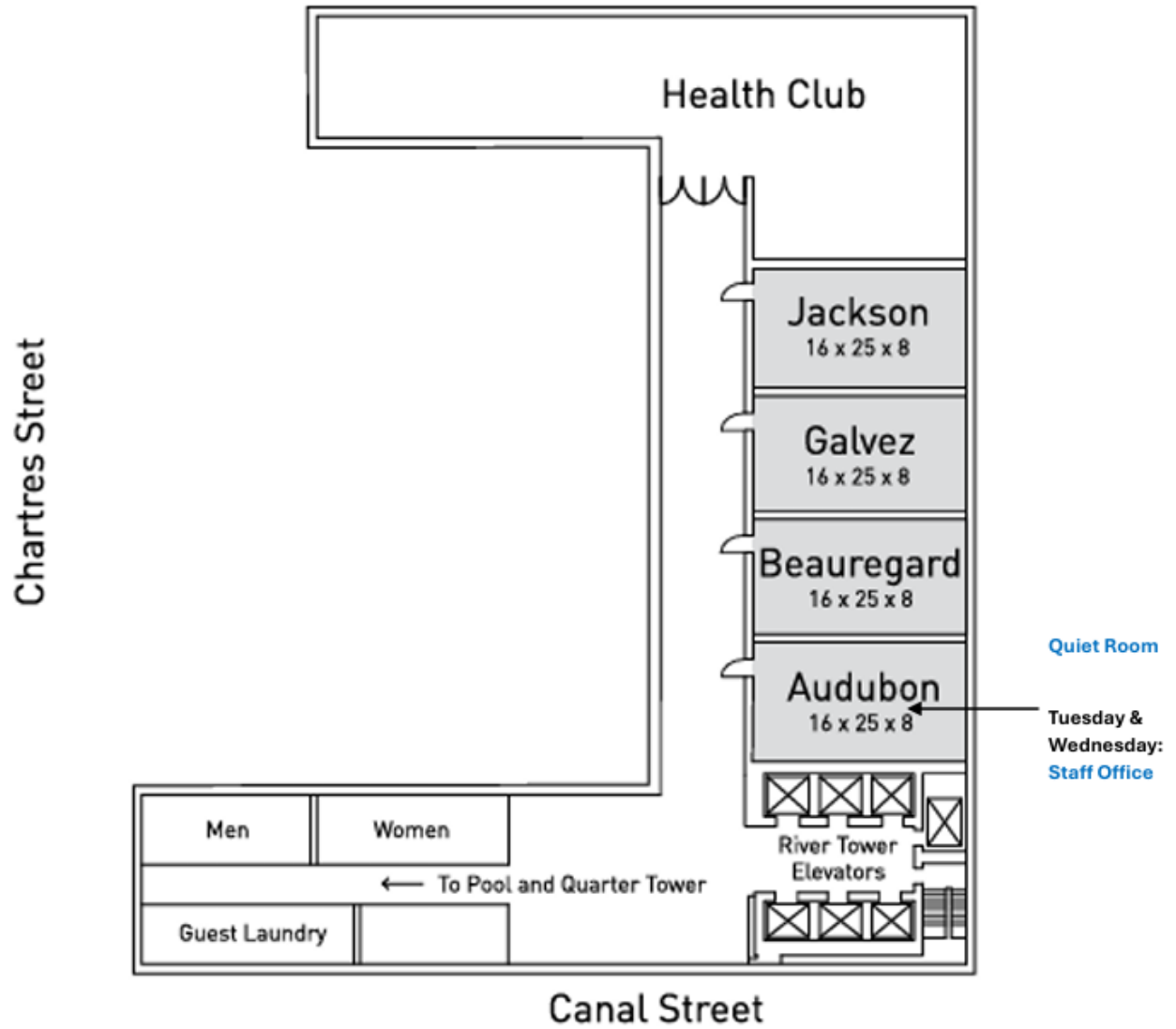
3rd Floor (Marriott)



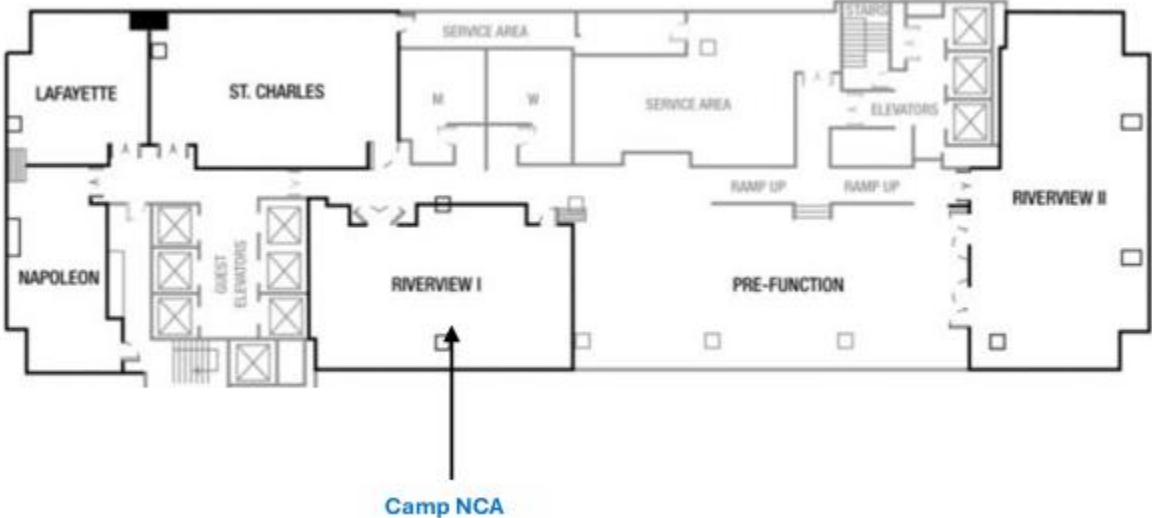
4th Floor (Marriott)



5th Floor (Marriott)

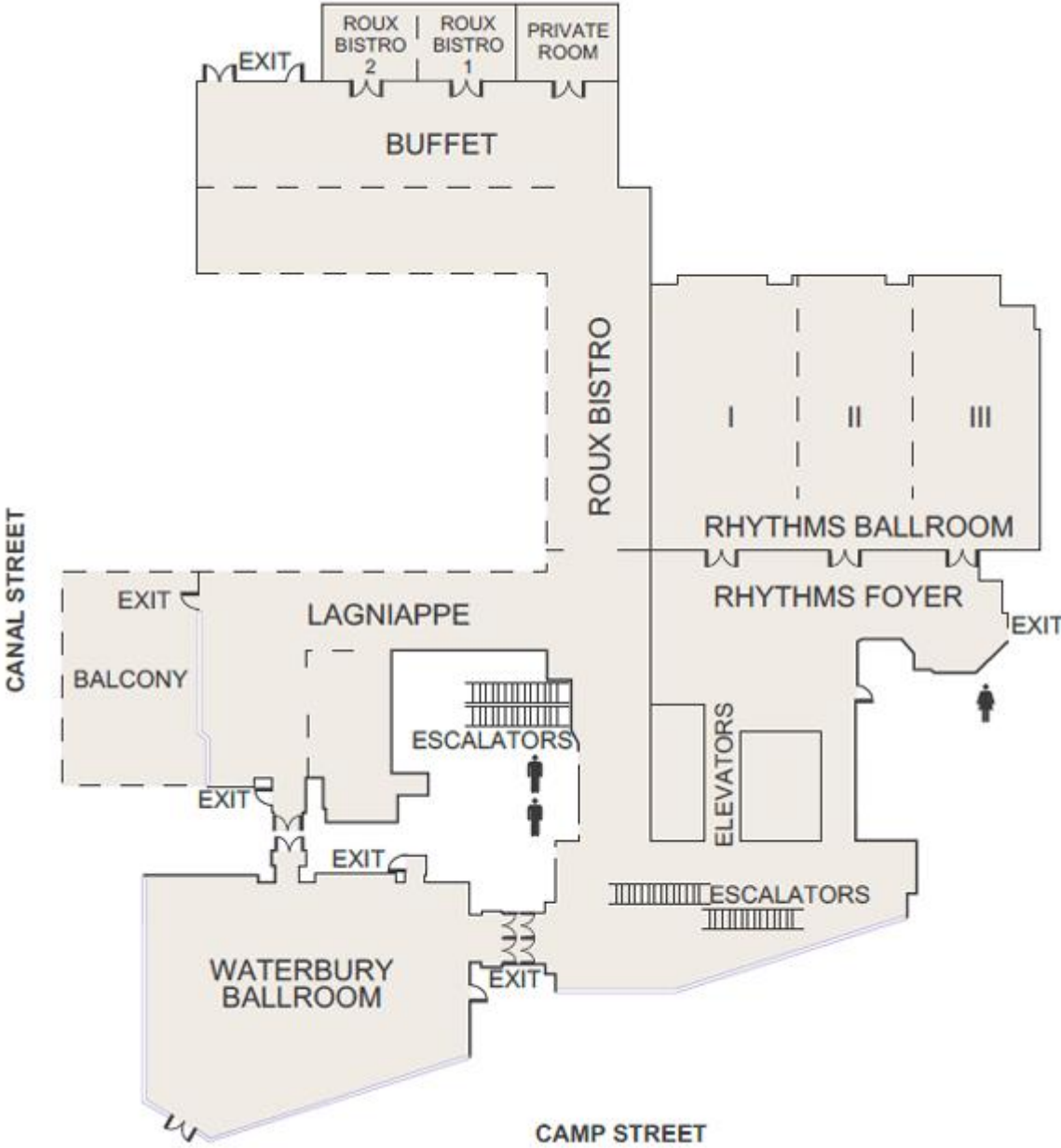


41st Floor (Marriott)

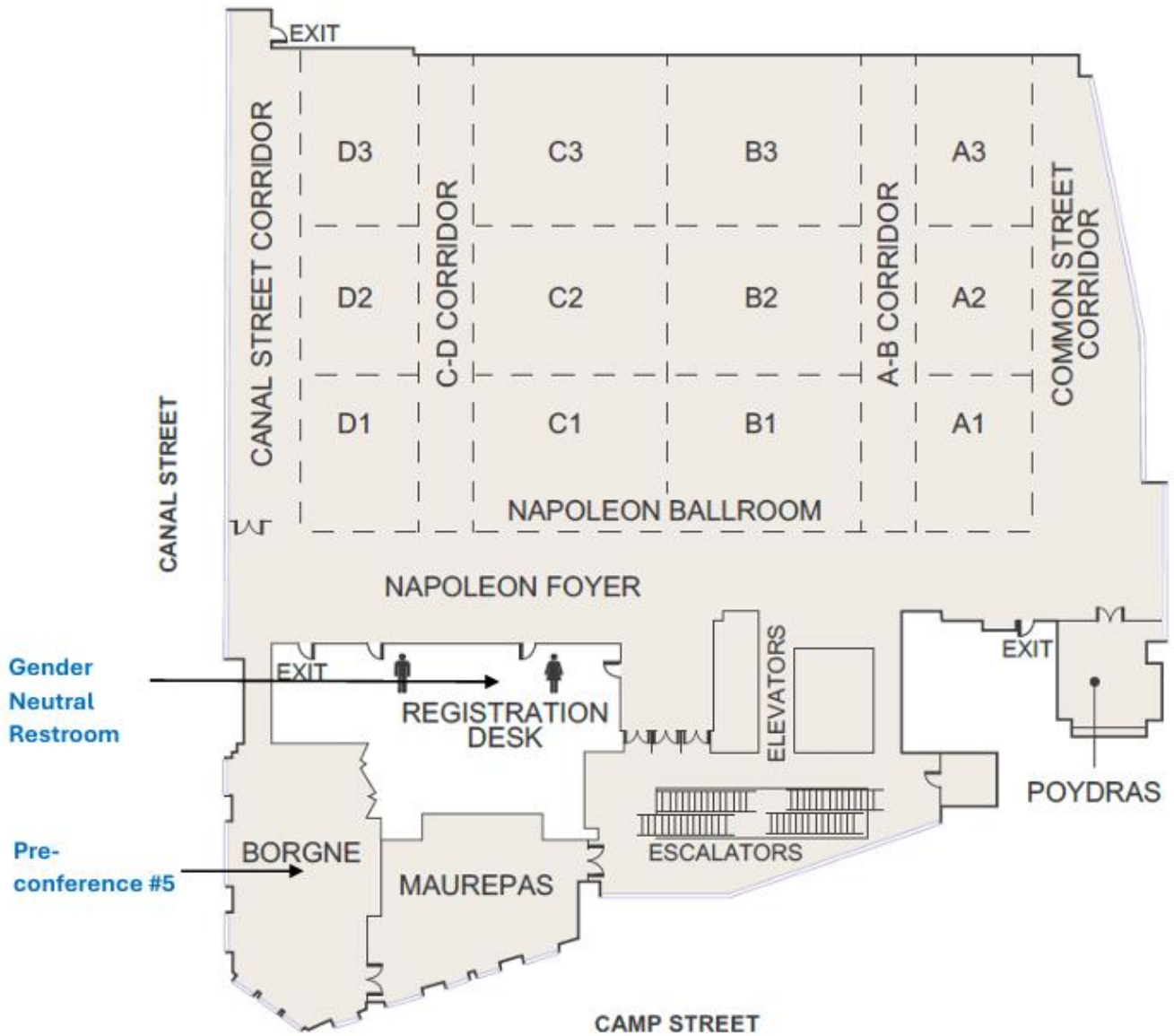


Sheraton New Orleans Maps

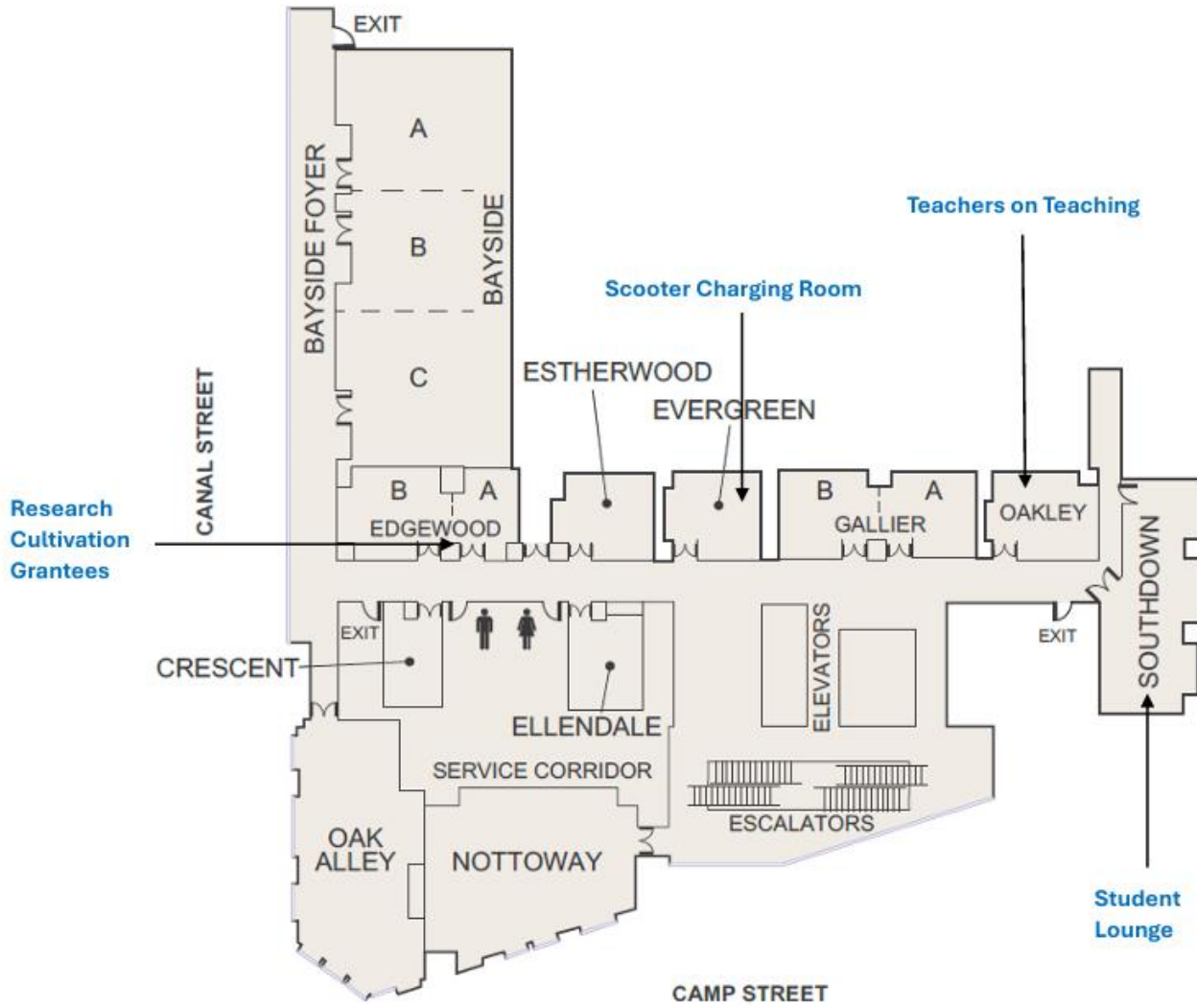
2nd Floor (Sheraton)



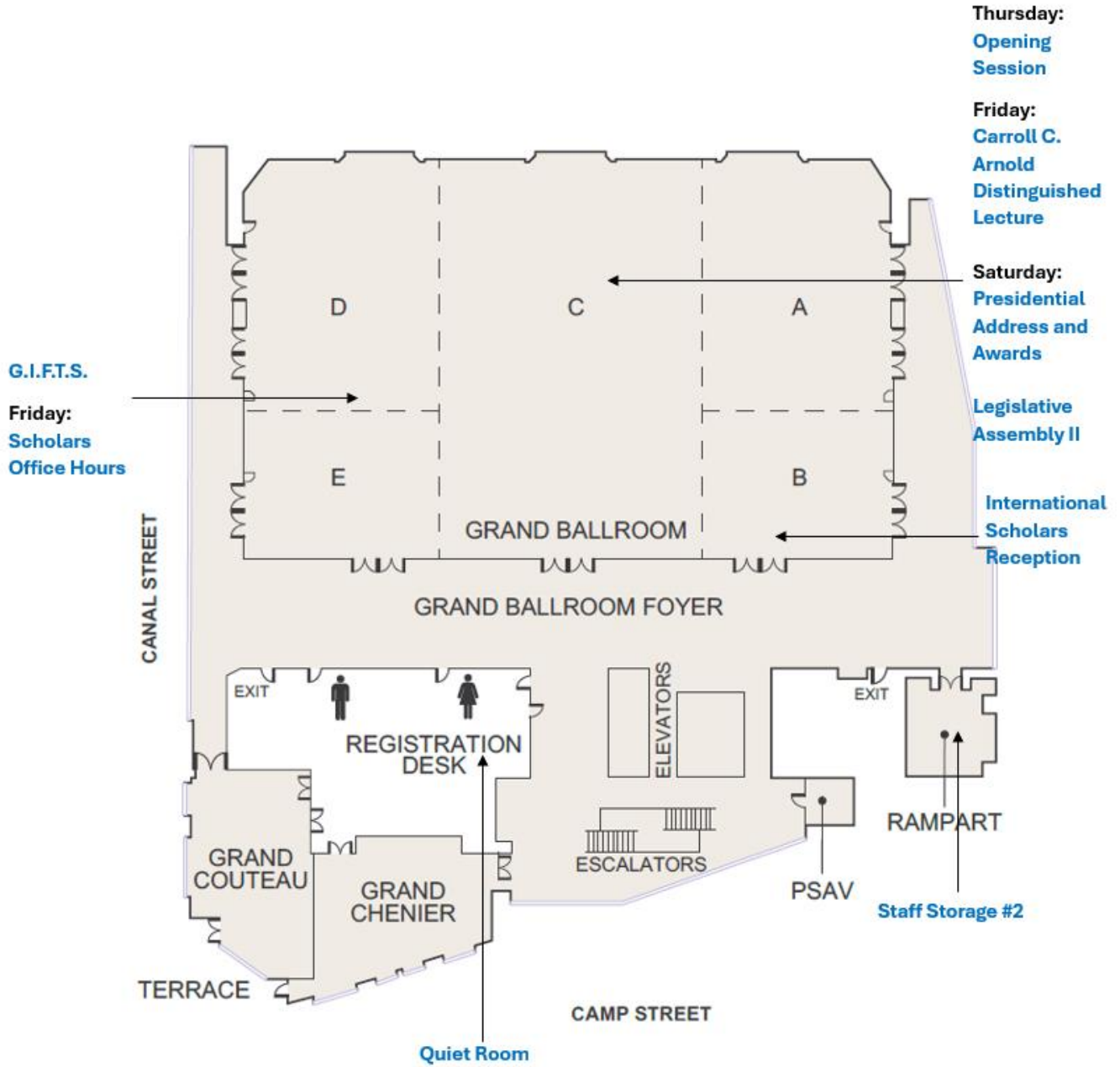
3rd Floor (Sheraton)



4th Floor (Sheraton)



5th Floor (Sheraton)



8th Floor (Sheraton)

