



AEA Annual Meeting

November 16-17, 2021

Caesars, Atlantic City

Conference Attendee Notes

(Please distribute to your attendees)

Masks and proof of vaccination or negative test result 72 hours prior to the conference will be required. Please do not email us your proof. We are not collecting it. You will be able to show the proof when you pick up your badge at the AEA registration desk.

AEA MASK POLICY

Masks must be worn in the registration area and the ballrooms. Masks may be removed:

- While eating and drinking
- If you are presenting
- If you are having your picture taken

SAFETY TIPS

CONTAIN

- A friendly greeting will do. Please refrain from shaking hands or hugging. ☺
- Stay home or go home when you are sick, except to get medical care.
- Don't share objects.

CLEAN

- Wash your hands often with soap and water for at least 20 seconds, especially after going to the bathroom; before eating; and after blowing your nose, coughing, or sneezing.
- Clean frequently touched surfaces and objects daily.

COVER

- Cover your coughs and sneezes with a tissue, then throw the tissue in the trash.
- Avoid touching your eyes, nose, and mouth with unwashed hands. Wear gloves if you wish.

ONSITE REGISTRATION AND BADGE PICK UP

Onsite registration and badge pickup will open at 3:00pm on Tuesday at the AEA registration area outside of Palladium B. Staff will take your temperature, you will show your vaccination card (it can be a picture on your phone). Please do not email it to us prior to the conference. **WE ARE NOT COLLECTING THEM.**

Security and volunteers will be on site checking that everyone entering the ballroom has a mask and badge. No one will be admitted without a mask or badge. Badges will only be printed on Tuesday.

TICKETS

The Tuesday networking reception and Wednesday lunch are ticketed events and attendees must be registered for these events to enter the ballroom. Those registered for the networking reception will have 2 tickets behind your badge for beverages. Any beverages over that will be at the attendees' expense.

VOTING PROCEDURE

Attendees will vote on the 2022 slate during the business meeting. The voting procedure is as follows: As you know, AEA membership is by organization. Our bylaws state that each member organization shall have a **voting delegate**. The voting delegate is the contact person listed in the AEA directory. This is usually the executive director -- or could be a commissioner, superintendent. For associate members, it is the person who is our primary liaison, a partner, a vice president, as indicated to us when you join.

Those of you who are voting delegates have a **yellow** ribbon indicating this attached to your badge. If you have that ribbon, you are eligible to vote.

TCH AND PE CREDITS

Those seeking w/ww or PE credits must have your badge scanned in by 9:15am and scanned out following the last session before lunch. You will need to scan in for the afternoon session and at the close of the conference. As a reminder you are asked to be present in the room during the presentations and submit a completed evaluation form when you scan out at the close of the conference. Your certificate will be emailed a few weeks following the conference.

CHARGING STATION

Complimentary charging station for your electronic devices will be available. Simply plug in your charging cable with USB adapter or use your power cord.

DOOR PRIZE DRAWINGS

Those registered for the full conference will find a "Enter to Win" card behind your badge with your name and organization. This will enter you in the drawing for door prizes which will be pulled immediately following the final presentation. There will be a box on the registration desk for you to place the card in.

Thank You for Attending! Your health is our priority.
Association of Environmental Authorities