



**AEA Annual Meeting
& Conference**
November 18 & 19, 2024
Caesars, Atlantic City
Conference Attendee Notes
(Please distribute to your attendees)

AEA continues to prioritize your well being. We ask that you stay home or go home when you are sick, except to get medical care.

ONSITE REGISTRATION AND BADGE PICK UP

Onsite registration and badge pickup will open at 4:00pm on Monday at the AEA registration area outside of Palladium B. Badges will only be printed on Monday. If you have changes to make kindly email them to karen@aeanj.org.

You must have on an AEA badge to enter the ballroom. Security and volunteers will be checking as you enter.

TICKETS

The Monday networking reception and Tuesday lunch are ticketed events and attendees must be registered for these events to enter the ballroom.

BEVERAGE TICKET CHANGE

Those registered for the networking reception will have a beverage ticket behind your badge. You will NOT need to use your beverage ticket for sodas. Any non-soda beverages over that will be at the attendees' expense.

VOTING PROCEDURE

Attendees will vote on the 2025 slate during the Tuesday morning business meeting. The voting procedure is as follows: 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 will have a yellow ribbon on your badge indicating you are eligible to vote.

CREDITS

Those seeking water/wastewater, PE and/or CEUs must have your badge scanned on Tuesday 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. An email with a link will be sent to a SharePoint folder a few weeks following the conference with your certificate.

CREDITS OFFERED

TCHs

6 w/ww

PE

1 cpc

CEUs

CMFO/CCFO, 3.5 “office management and ancillary subjects,” 2.0 “financial and debt management”

CPWM, 4.0 “government,” 1.0 “technical,” 0.5 “management.”

RMC, 2.0 “finance,” 3.5 “professional development.”

QPA, 2.0 “public works compliance” or “procurement procedures,” 3.5 “office admin./general duties”

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 conference will find a “Good Luck” 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 Tuesday. There will be a box on the registration desk for you to place the card in.

Thank You for Attending!
Association of Environmental Authorities