

# NAAFE Forum 2013 Attendees

## Before You Leave...

<http://conference.ifas.ufl.edu/naafe>

Hello!

Thank you for taking part in the NAAFE Forum 2013. Here are a few items to keep in mind before you make your trip to St. Petersburg, Florida, USA.

## Conference Attire

Though no formal dress code is in place for the NAAFE Forum, the organizers recommend dressing comfortably in a business casual style. Khaki pants and polo shirts will be just fine. Please keep in mind that meeting rooms are kept on the cooler side for large groups, so be sure to bring a sweater or light jacket.

## Registration and Identification

Your name badge will serve as your pass while attending the NAAFE Forum 2013, so please be sure to pick it up at the registration desk along with your materials, and wear it while attending all Forum functions. If arriving Tuesday, you will want to pick up your name badge and materials Tuesday evening to avoid the Wednesday morning rush. The Conference Registration Desk will open at 4:00pm Tuesday, May 21<sup>st</sup> in the Grand Palm Colonnade Conference Office. **Presenters must turn in their presentations at least 24-hours in advance to the registration area.**

## Travel Information

The NAAFE Forum 2013 will be held at the TradeWinds Island Grand Resort – 5500 Gulf Boulevard, St. Petersburg, FL 33706; PH: 727-367-6461; FAX: 727-363-2275  
WEBSITE: [www.tradewindsresort.com](http://www.tradewindsresort.com)

## Check-in Time: 4:00pm | Check-out Time: 11:00am

Complimentary luggage storage is available for those guests who arrive early or must remain past check out time.

The hotel is about 30-40 minutes from the Tampa International Airport (TPA), and about 30 minutes from the St. Petersburg Clearwater International Airport (PIE).

- VIP transfers are available from both airports through Resort Transportation Services, located onsite at the TradeWinds Island Grand. They maintain a full fleet of vehicles and drivers ready to pick you up and take you back for your return flight, as well as for excursions during your stay. Super Shuttle International is also available at the two major airports. Transportation fees apply. Please call 866-403-3303 for reservations (at least 24 hours in advance) and more information.
- Car Rental - For your convenience, onsite car rental from Hertz is available at TradeWinds Island Grand. Call 888-407-1416 for special offers and reservations.
- For Driving Directions, click here:  
<http://maps.google.com/maps?q=5500+Gulf+Boulevard,+St.+Pete+Beach,+Florida+33706&hl=en&oq=5500+Gulf+Boulevard,+St.+Pete+Beach,+Florida+33706&doflg=ptm&hnear=5500+Gulf+Blvd,+St+Pete+Beach,+Pinellas,+Florida+33706&t=m&z=17>



Still need a hotel room? Call **Megan Scullin**, Conference Reservations Coordinator, Phone: 727-363-2225, Email: [msscullin@twresort.com](mailto:msscullin@twresort.com)

**Note:** Availability is very limited and many room types have sold out at the group rate. Please contact Megan Scullin for details.

### Hotel Amenities

The resort fee has been waived for the group, since participants will have little time to enjoy the amenities. If you do find yourself with some free time, please enjoy the following complimentary activities/items that are part of the resort package:

- Use of fitness center and tennis courts
- Daily coffee/local newspaper
- In-room safes
- Wireless internet in guestrooms, common areas, and meeting rooms
- Domestic in/out faxes
- Business center use/internet use
- Beach cabana (1 per room)
- Miniature golf
- Paddleboats
- Self-parking for one car per bedroom
- Local, credit card, operator assisted access, and toll free calls

Should you find a resort/amenity fee on your folio when you check out, please notify the front desk to have this removed.

### Abstract Book

For your convenience you may preview the conference book of abstracts on-line via the conference website: [http://conference.ifas.ufl.edu/naafe/Abstract\\_Book\\_Final.pdf](http://conference.ifas.ufl.edu/naafe/Abstract_Book_Final.pdf)

### Final Program Agenda

To view the most updated version of the program agenda please view the forum website:

**Program Agenda:** <http://conference.ifas.ufl.edu/naafe/NAAFEAgenda.pdf>

### Best Student Presentation Award

There's still time to nominate a student for the Best Student Presentation Award. We encourage students to nominate themselves and/or advisors to nominate their students. Please send the student name and presentation title for consideration to [slarkin@ufl.edu](mailto:slarkin@ufl.edu). For additional details please visit: <http://conference.ifas.ufl.edu/naafe/auction.html>

### Presenters

All oral presenters are required to turn in their PowerPoint presentation to registration at least 24 hours in advance of their talk. **If you will be arriving less than 24 hours prior to your talk, please bring your talk to registration as soon as you arrive at the forum.** Wednesday presenters may bring their talk Tuesday, May 21<sup>st</sup> from 4-7pm. **If you will *not* have a PowerPoint presentation, please let me as soon as possible.**

**Speaker Instructions:** <http://conference.ifas.ufl.edu/naafe/presenter.html>

### Moderators

We encourage you to preview abstracts of presenters scheduled in your session. The full book is linked above and is posted on the conference web site. Since the number of speakers, format and time allotted for each session may vary, please be sure to discuss how your session will run with your speakers prior to the session.

Also, we will hold a Moderator Briefing Meeting on Tuesday, May 21<sup>st</sup>, 2013, from 4:00pm-4:30pm in the Banyan/Citrus Room. We hope to see you there.

### **Photocopies**

For those planning to provide handouts during the conference, please prepare for 170-185 participants. Though the hotel does provide a business center, copies are often very expensive, so please come prepared.

### **Weather**

During your stay we anticipate the weather in St. Petersburg to be mostly sunny with highs in the mid-80s and lows in the mid-70s. We will be hosting one of our receptions outside in the evening.

Click here to view a current weather report:

<http://www.weather.com/weather/today/Saint+Petersburg+FL+USFL0438:1:US>

### **Area Attractions**

For information on the many St. Petersburg area attractions, please click here:

<http://conference.ifas.ufl.edu/naafe/area.html>

Again, thank you for participating in this forum. We look forward to a productive and interactive meeting.

Angelica Williams  
NAAFE Forum 2013 Conference Coordinator  
University of Florida  
[amwilliams@ufl.edu](mailto:amwilliams@ufl.edu)  
352-392-5930