

## NCPERS ANNUAL CONFERENCE & EXHIBITION FREQUENTLY ASKED QUESTIONS

**Q: Who should attend the Annual Conference?**

A: New and experienced trustees, administrators, pension staff, union officials and associated organizations representing public pensions and employees. As well as pension fund business partners such as money managers, investment service providers and law firms servicing the public pension industry.

**Q: Do you have to be a member of NCPERS to attend the conference?**

A: Yes, NCPERS is a members-only organization, therefore, only members can attend our conferences. Information on joining or renewing your membership in NCPERS can be found at [www.ncpers.org/membership](http://www.ncpers.org/membership).

**Q: Does our membership fee include any complimentary registration passes for the conference?**

A: No, membership fee is a yearly fee your organization pays to participate in NCPERS. For membership benefits visit [www.NCPERS.org/membership](http://www.NCPERS.org/membership).

**Q: Who should I contact if I have questions regarding membership?**

A: Please contact NCPERS at 202-624-1456 or via email at [membership@ncpers.org](mailto:membership@ncpers.org)

**Q: How do I register for the Annual Conference?**

A: You can register online at [www.ncpers.org/ace](http://www.ncpers.org/ace). You will need your username and password to access this feature. If you do not have one or do not remember, please click the ***“Forgot Your Login”*** link on the NCPERS homepage and a username and password will be emailed to you.

If you prefer to register using a paper copy of the registration form, please use the following methods after downloading the registration forms from [www.ncpers.org/ace](http://www.ncpers.org/ace).

**MAIL**

NCPERS  
444. North Capitol Street, NW  
Suite 630  
Washington, DC 20001

**FAX**

202-624-1439

**Q: If the registration deadline has passed, can I still register?**

A: Yes, registration for the conference is still open after the deadline has passed. The deadline date usually refers to the last day you can book your hotel room at the conference rate or cancel your registration. It may also indicate an increase in registration fees.

**Q: Can I register onsite?**

A: Yes, however, we strongly encourage you to register in advance to facilitate accurate counts for the purpose of ordering food, beverages and conference materials.

**Q: Can I attend only one day of the conference?**

A: Yes, however the registration fee is the same as the total conference price. We do not have a one-day registration fee.

**Q: I will only attend one day of the conference, but my colleague would like to take my place for the remainder of the days. Do you allow registration substitutions?**

A: No. It is difficult to track; therefore, we do not offer this option.

**Q: What is included in the registration fee?**

A: The registration fee includes access to all educational sessions, conference materials, and food and beverage functions (unless otherwise stated). You will not be allowed to attend any NCPERS functions without a name badge. The registration fee does not include hotel accommodations, airfare or ground transportation.

**Q: I would like to bring a guest with me to the conference. Do they have to register too?**

A: Yes, you are welcome to bring guests to the conference. There is a separate guest registration fee. Please note, a guest refers to a spouse or personal friend, not a business associate, staff member or colleague. Registered guests will receive a name badge which serves as their passport to all NCPERS events (unless otherwise stated).

**Q: Can my co-worker register as a guest?**

A: No. Guest refers to a spouse or personal friend, not a business associated or staff colleague.

**Q: Is there a special fee to register a child as a guest?**

A: Yes. Please review the registration form for this information.

**Q: Who should I contact to check the status of my registration?**

A: Please call NCPERS at 202-624-1456 or via email at [registration@ncpers.org](mailto:registration@ncpers.org).

**Q: Who should I contact to get a receipt for my registration charges?**

A: Please call NCPERS at 202-624-1456 or via email at [registration@ncpers.org](mailto:registration@ncpers.org).

**Q: I registered for the conference and my credit card was charged incorrectly.**

A: We apologize for the inconvenience. Please call 202-624-1456 or email [registration@ncpers.org](mailto:registration@ncpers.org).

**Q: I need to make changes to the registration form I submitted. How do I do this?**

A: All registration changes must be received in writing. Please email any changes to [registration@ncpers.org](mailto:registration@ncpers.org).

**Q: How many people from my organization can attend the conference?**

A:

- **Fund Members** can send an unlimited number of attendees.
- **Emerging Manager and Investment Consultant Members** can send a maximum of two (2) general attendee representatives.
- **Corporate Members** can send a maximum of four (4) general attendee representatives, two (2) exhibitors per booth and one (1) speaker (if applicable) from their company.
- **CorPERS Members** can send up six (6) general attendee representatives, two (2) exhibitors per booth and one (1) speaker (if applicable) from their company.

**Q: What is your cancellation policy?**

A: All cancellations must be received in writing by the cancellation due date listed on your registration form. All cancellations are subject to a processing fee (see appropriate registration form for details). No refunds will be given after the registration cut-off date.

**Q: What is the dress code for the conference?**

A: The attire for our conference is business casual. We recommend dressing in layers as the temperature in meeting rooms and personal comfort vary widely and are difficult to regulate at times.

**Q: Does becoming a sponsor at the conference include any complimentary registrations?**

A: Yes. When you become a Platinum, Gold or Silver sponsor you will receive complimentary registrations corresponding to the level of sponsorship you select.

**Q: When will the preliminary attendee list be available?**

A: The preliminary attendees list will be available **one week after** the early-bird registration deadline and is ONLY available to members and registered attendees.

**Q: When will the final agenda with a complete list of the educational sessions be available?**

A: The final agenda will be available in March.

**Q: I would like to submit a proposal to speak. How do I do this?**

A: Please visit the Call for Speakers link for more information on submitting a proposal to speak.

**Q: Do speakers have to pay to a registration fee?**

A: Yes. All speakers must pay the speaker registration fee regardless of length of stay at the conference.

**Q: How many attendees attend this conference?**

A: This number can fluctuate, but the average attendance is upwards of 800 attendees (this number includes fund members, corporate members and guests).

**Q: How far in advance do I need to reserve my hotel room?**

A: We have a limited number of rooms blocked at the group rate at the conference hotel. We recommend reserving your room as soon as possible. Once the group block is sold out, the hotel cannot guarantee the group rate and will charge you their standard rate which will be higher than the group rate.

*The Voice for Public Pensions*

**Q: I have special dietary requirements. Who should I contact?**

A: Please provide this information to NCPERS at least 3 weeks prior to the start of the conference. Your request can be sent to [conferences@ncpers.org](mailto:conferences@ncpers.org). We cannot guarantee your request will be met if you do not give us advance notice.