

Welcome to San Antonio & AASCU's 2018 Winter Academic Affairs Meeting!

If you or your colleagues need any assistance during the conference, please feel free to contact me via phone, text (preferred) or email: Ramona Crawford, AASCU's Director of Corporate Partnerships, crawfordr@aacu.org, 301-728-8673 (cell).

NEW THIS YEAR! Sponsor Lounge

As a small token of our appreciation to our sponsors and partners, we have added a sponsor lounge for your comfort and convenience. The lounge is located in the San Lorenzo room (third floor) and is available during the following times:

- Thurs, Feb 8: noon – 5:30pm
- Fri, Feb 9: 9am – 12:45pm
- Sat, Feb 10: 9am – 3pm

Feel free to use the lounge as a place to relax, make phone calls, or use the WiFi connection to connect with the office.

Exhibit Table Set-Up, Location & Hours

- Your assigned 6-foot draped and skirted exhibit table will be designated with a table tent sign and will be in the main foyer area of the conference space where most of the attendee traffic and breaks occur. All of the tables are centrally located.
- Exhibit table setup can begin as early as 1 p.m. on Thurs, Feb 8, and you will want to tear down on Sat, Feb 10, by 6 p.m.
- There aren't set exhibit hours, however, we recommend that your table be staffed at the following times when we expect higher levels of traffic in the exhibit area:
 - Thurs, Feb 8, 2:00 p.m. – 2:30 p.m., prior to the opening general session
 - Thurs, Feb 8, 5:30 p.m. – 6:30 p.m., during the opening reception
 - Fri, Feb 9 and Sat, Feb 10, during breakfast and lunch
- At other times, sponsors are encouraged to attend the sessions and networking functions to interact with the attendees.

Shipping Address (handling fees will apply)

If you are shipping any items to the conference hotel, please label your shipment as follows. The onsite UPS Store handles all in-bound deliveries for La Cantera.

La Cantera Resort & Spa
GUEST: GUEST FIRST, GUEST LAST, ARRIVAL DATE
16641 La Cantera Pkwy
San Antonio, TX 78256
GUEST CELL: XXX-XXX-XXXX

- We suggest that you bring shipping labels with you to the meeting so that you can have your boxes easily shipped back to your office.

OVER ⇨

Retrieving Your Shipment After You Arrive

- If you shipped items to hotel, please contact the onsite UPS Store at 210-558-2476 when you are ready for your packages to be delivered to your exhibit space. Handling fees will apply.

Electrical Power for Exhibit Space

- If you require electrical power for your exhibit space, please contact our A/V technician, David Zachery, via phone or text at 502-291-0376.