2020 Spring Seminar
Learning Lab Presenter Check List

Georgian Terrace Hotel
659 Peachtree Street NE
Atlanta, Georgia 30308
March 3–5, 2020

☐ MARK YOUR CALENDAR Tuesday, March 3–Thursday, March 5, 2020.

☐ BOOK YOUR SLEEPING ROOM Book your group rate by February 10 online https://book.passkey.com/event/49812147/owner/1386/home or call 1-800-651-2316 and mention NALMCO.


☐ BOOK YOUR FLIGHT Please plan your travel to arrive Tuesday, March 3 for the networking reception (4:00–6:00 p.m.) and to leave for the airport no later than 1:40 p.m. on Thursday, March 5. NOTE: NALMCO’s 2020 Spring Seminar Host, Acuity Brands Lighting, is offering a training session after the NALMCO event. Please contact Acuity for more information.

☐ SEND YOUR DRAFT PRESENTATION BY Tuesday, January 21 using the NALMCO PowerPoint Template to Denise Hoffman meetings@nalmco.org.

☐ SEND YOUR LOGO to Denise Hoffman meetings@nalmco.org no later than Tuesday, January 21.

☐ MARK YOUR CALENDAR FOR THE ANNUAL CONVENTION so you may take advantage of the $500 discount on sponsorship or booth, October 4–7, 2020 at the Renaissance Glendale Resort and Spa in Glendale, Arizona. Sponsorships sales are open.

☐ SHIPPING Booth displays are not available. NALMCO provides a table in the presentation room for presentation purposes. Product may be used to assist in the Learning Lab presentation, handouts may be made available, but there will be no booth displays. Shipping Instructions (very important items in yellow):

INCOMING PACKAGES
To Guest Name and Arrival Date
C/O: Georgian Terrace Hotel
659 Peachtree Street Northeast
Atlanta, GA 30308
Attn: Name of Group
George Lewis – Sales

Questions? Contact Denise Hoffman, CMP meetings@nalmco.org or 515-334-1049.