



FALL 2022 CONFERENCE SURVIVAL GUIDE

GENERAL INFORMATION

Location: Bridgeport Conference Center, 300 Conference Center Way, Bridgeport WV 26330

- Parking is free at the conference.
- When entering the conference center our registration table will be the first table on your right. There is access to the conference center from the Wingate. Walk down the hallway of the Conference Center and the registration table will be on your left.

The registration table and Business Partners' exhibits will be open Tuesday 11/2 at 10:00 AM.

Our New Member Welcome Reception will be our first session starting at 11:00 AM in Suites 1 & 2 (across from the registration table).

Lunch will start at noon with our Opening Remarks and a presentation from our charity -- West Virginia Coalition to End Homelessness.



BRING YOUR YETI or beverage container! During the conference we will have coffee, hot tea, iced tea and water dispensers for attendees!

THIS YEAR'S CHARITY

Please support this year's charity, West Virginia Coalition to End Homelessness. They will have an informational table on Wednesday where they will accept cash donations and have information if you would like to volunteer your time.

FIRST TIME ATTENDEES

Please plan to join us for our Welcome Reception on Wednesday 11/2/22 starting at 11:00 AM in Suites 1&2.

PRESENTERS

Please ensure you have sent your presentation and brief bio to Laura Helmich (Conference Co-Chair) so your presentation will be ready for you! Please report to your session room at least 10 minutes prior to the start of your session. If you have any questions, please contact Laura at 724-344-7573 (Cell Phone) or email: lhelmich@mybank.com

MEALS

All meals will be served in Ballrooms A&C

Wednesday

Lunch Menu: Served from 12:00 to 1:00 PM

- Soup
- Mixed Greens Salad
- Build-Your-Own Deli Sandwich:
 - Black Forest Ham, Oven-Roasted Turkey Breast, Roast Beef, and Pastrami
 - Swiss, Provolone, Cheddar, American Cheese
 - Ciabatta Roll, Multi-Grain Baguette, Cracked Wheat Pullman, Baguette, Marble Rye
 - Pesto Aioli, Dijon Mustard, Mayonnaise, Horseradish Cream
- House Made Chips

Thursday

Breakfast Menu: Served from 7:00 - 8:30 AM

- Assorted Muffins and Danish
- Bagels with Cream Cheese
- Sliced Fresh Fruit Display

Lunch Menu: Served from 12:00-1:30 PM

A Taste of Italy (Buffet)

- Mixed Field Green Salad
- Antipasto Display with Assorted Salamis, Marinated Cheese, and Vegetables
- Oven-Roasted New Potatoes
- Italian Green Beans and Stewed Tomatoes
- House Made Meatballs and Marinara
- Rosemary and Garlic Marinated Chicken Breast Marsala
- Baked Penne Pasta in Marinara
- Garlic Knots and Crusty Bread

Friday

Breakfast Menu: Served from 8:00 to 9:30 AM

The Rise and Shine Breakfast

- White and Whole Wheat Toast
- Seasonal Fruit
- Scrambled Eggs
- Bacon
- Sausage Patties
- Home Fried Potatoes

EVENING ACTIVITIES

Please stop by our meeting room located in the lobby of the Wingate on Wednesday and Thursday night to catch up with other members! Bring your favorite game, create a trivia team, and enjoy some “friendly” competition with a trivia game. Light refreshments will also be available.

BUSINESS PARTNERS INFORMATION

Business Partners are welcome to set up on Wednesday morning from 8:30 AM to 10:30 AM. Our first session will start with our New Members Reception located in Suites 1 & 2. If this is your first conference, please plan to come to the session to learn more about WVASFAA!

Beverage service for our attendees will be in the Business Partners’ area. Please prepare a brief elevator speech for our lunch on Wednesday as we would like to recognize you and your institution.

Business Partner breakdown will be Thursday after Associate Member Sector Meeting at 4:00 PM. If you are not planning to attend Friday’s breakfast and sessions, please let Laura Helmich know if you have not already done so. This will help us with our conference budget regarding the number of meals for Friday.

Please complete our survey!

Your opinion matters to us. Please take the opportunity to fill out a survey located at the registration table and/or on your tables during our general sessions. Please return these to either Stephany Amos or James Buchanan at the registration table to receive a ticket to enter a random drawing for a \$25 gift card Friday morning.

We are looking forward to seeing everyone at the conference!