



First Time Attendee Meeting Checklists

For new members attending their first CAS meeting—make sure you're ready to go!

Before the Meeting: What to Know and Prepare



Book Travel and Accommodations

- Reserve your hotel and flight early—rooms fill quickly.
- Airport and transportation info is available on the meeting website.



Register and Plan for Any Guests

- Early registration ensures you receive all meeting information.
- Bringing a guest? Register them for the full meeting or check which events require tickets and secure them ahead of time.



Plan Your Schedule

- Review sessions and networking opportunities.
- Sign up early for limited-space events like speed networking.
- Prioritize CE sessions you want to attend live as some may not be recorded.



Confirm Your Recognition Details

- Watch for an email confirming your attendance as a new ACAS or FCAS.



Attend the Pre-Meeting Webinar

- The New Members Working Group presents this webinar before the Annual and Spring Meeting; it is a valuable resource that will answer most of your questions.



Review the Meeting Website

- All travel, schedule, and event info is posted online—start there for the latest updates.



Pack Your Outfits Appropriately - Dress Comfortably but Professionally

- Dress expectations vary by event:
 - ACAS or FCAS Reception – Business Professional
 - Celebration of New Members – Business Professional (FCAS only)
 - Sessions – Business Casual
 - Tuesday Night Event – Casual



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At the Meeting: Make the Most of Your First CAS Experience



Check In to the Meeting

- Look for CAS signage to direct you to the meeting's registration desk.
- New ACAS and FCAS can check in for the meeting 2 hours earlier than the remaining attendees! (2:00 PM on Sunday)



Pick Up Your Materials

- Your registration packet will include:
 - Name badge and phonetic name card (for New Fellows)
 - Ribbons (e.g., New ACAS or FCAS)
 - Wristbands and tickets for events
- Check everything when you receive it and please report anything missing!



Download the CAS Events App

- Access the full program schedule and more. Use the access code provided in your *Know Before You Go* emails.



Recognition Process

- The Celebration of New Members Ceremony is always on Monday morning and is free for everyone to attend.
 - ACAS members are recognized as a group (not individually on stage).
 - FCAS members have their name announced and are recognized on stage.
- Free livestream link will be available on the meeting website closer to the event and can be shared with family and friends who are unable to attend.



Attend Sessions and Log CE Credits

- Attend CE sessions and log your participation as you go.



Participate in Networking Events

- Connect with peers at receptions, the Tuesday Night Event, optional networking activities (*Speed Networking*, *Making Professional Connections*, *Pack for the Future: Community Outreach*, *New Member Lunch Tables*), and throughout the meeting.
- Questions? Email CAS Membership and Volunteer Engagement Manager, Shelby Wolff at swolff@casact.org.