



Welcome to the 2011 **National Board Meeting (NBM)**, **National Adult Meeting (NAM)**, and **National Youth Board Meeting and 60<sup>th</sup> Anniversary Celebration**

**October 19 - 23, 2011**

Embassy Suites & Northern  
Kentucky Convention Center  
10 East Rivercenter Blvd  
Covington, KY 41011  
1-859-261-8400

From I-71 & I-75: Exit 192, Covington, 5th Street

**Registration Opens:** Friday, July 15

**Registration Closes:** Monday, September 12

**Last Day to Cancel without Penalty:** Sunday, September 25

**Board Meeting:** Wednesday, October 19-Friday, October 21

**60th Celebration:** Friday, October 21-Sunday, October 23

**This is a guide to help you through the registration process. Please read the entire guide, as there are additions and changes from years past.**

All meetings and meals will be held at the Northern Kentucky Convention Center and sleeping rooms are across the street at the Embassy Suites Rivercenter.

**When registering you will need to choose from one of the following options:  
(Please read all options before proceeding to registration)**

NBM (National Board Meeting) from Wednesday – Sunday (includes registration, 4 nights hotel, 3 dinners, 3 lunches) You should sign up for this if you will be attending as a BOT (member of the Board of Trustees) EC (Member of the Executive Committee), EEC (Member of the Expanded Executive Committee)

NAM (National Adult Meeting) from Thursday – Sunday (includes registration, 3 nights hotel, 3 dinners, 2 lunches) You should sign up for this if you plan on attending the National Adult Meeting

NYBM (National Youth Board Meeting) from Thursday – Sunday (includes registration, 3 nights hotel, 3 dinners, 2 lunches) You should sign up for this if you are a member of the JBOT (Junior Branch of Trustees), National Youth Committee, Youth Trustees or if you are attending as a Chaperone

60<sup>th</sup> Celebration Only (includes 2 nights hotel, 2 dinners and 1 lunch)

You should sign up for this if you are **only** attending for the 60<sup>th</sup> Anniversary celebration

Saturday Only (includes 1 night hotel, 1 dinner, 1 lunch)

You should sign up for this if you need a hotel room for Saturday night **only**

Saturday Banquet (includes 1 dinner)

You should sign up for this if you are **only** planning on attending the dinner on Saturday evening

The registration link is:

<http://events.constantcontact.com/register/event?llr=jcgzaleab&oeidk=a07e3we94yj1cc59ee8>

You can pay for your registration by mailing a check to the National Office (1375 Kemper Meadow, Suite 9B, Cincinnati, Ohio 45240) or you can pay online (no processing fee) using google checkout. If your registration is paid by CISV USA, there is an option to indicate that and a credit will be applied after payment if you are using a credit card.

Embassy Suites rooms will include complimentary breakfast served at Embassy Grill, free internet in sleeping rooms and complimentary parking in the parking garage under the hotel.

Transportation: Embassy Suites does **not** provide transportation to and from the airport. When registering you can select either the option to coordinate and share your own taxi cab for about \$27-28 one way (\$9-\$14 per person per way) or shuttle transportation which will cost \$20 one way or \$30 round trip.

Excursions on Saturday: There are a couple options for Saturday afternoon to select during registration; A service project with Keep Cincinnati Beautiful, a trip to the National Underground Freedom Center \$10 admission fee, or a trip to the CISV Statue in Glendale \$10 fee for transportation.

*Deadline for registration* is Monday, September 12, 2011. If you register after September 12, 2011 a late fee of \$20 per person will be charged. **Registration will CLOSE on September 25<sup>th</sup> and after that date you will not be guaranteed a room or the room rates as our room block will be released.** Late fees will be payable upon arrival at the CISV check in area.

It would be very helpful for each chapter to assign a Chapter NBM coordinator who will assist the attendees in the registration process, such as having the attendees choose roommates before registering and making sure all youth forms have been completed and that the originals have been given to the chapter chaperone. The chapter chaperone will be responsible for bringing the forms to the Chaperone Orientation meeting, Thursday evening at 9:00 pm. Forms to be completed for youth are as follows:

- Each youth participant's YLIF2010 USA ONLY (Chaperone should retain original)
- A completed and signed Chaperone Guideline
- A completed National Code of Conduct agreement for Junior Branch

**Chaperones: (Please make sure you register under NYBM, National Youth Board Meeting)**

- Each Chapter/Steering committee must designate an adult chaperone for the Junior Branch members attending NBM. **(NOTE: JB members attending NYBM must be age 13 or older.)** The chaperone's name should be included on all youth registration forms. Chaperones cannot be trustees or NAM participants. All chaperones must attend a mandatory orientation meeting. Sign and complete Chaperone Guidelines. Please contact Lynn Vottero [lynn@vottero.com](mailto:lynn@vottero.com) if your chapter is unable to provide a chaperone.

**Committee Chairs:** All National Committee Chairs must attend the Expanded Executive Committee Meeting on Wednesday from 8:00pm-9:00pm. Please arrive at the convention center by 8:00 pm at the latest.

**Displays:** Chapters and committees are encouraged to create a display of their 2011 programs and activities. Tables will be available for setup in the convention center. We look forward to seeing displays highlighting the programs and activities you hosted this year. Also, in honor of the 60<sup>th</sup> Anniversary, each chapter is encouraged to bring photos and / or documents depicting its history.

**Dress:** Please bring casual, comfortable clothing for the general meetings and workshops. Meeting rooms tend to be cool. ***Attendees are encouraged to dress up, cocktail attire for the 60<sup>th</sup> Anniversary dinner on Saturday evening.***

Please list special dietary needs when you register. **Please remind youth and chaperones that they are not to leave the site at any time during NBM.**

**Forms:** The Media Release is an option button on the registration site, for adults. Please see the **Youth** section and Youth precamp for additional form information and requirements.

**R-7:** Please be sure that all participants read and understand the CISV Info-file concerning behavior and cultural sensitivity. This form can be found at [www.cisvusa.org](http://www.cisvusa.org) as well as in the Youth Chaperone packet.

**Reimbursement Requests:** All requests for reimbursement must be submitted to the National Treasurer no later than December 31, 2011. Receipts must be attached to Travel Reimbursement forms. This applies to Trustees, National Committee Chairs, and Executive Committee members.

**Rooming:** Every effort is made to accommodate your rooming requests. Please be sure to contact everyone you want to room with so that all roommate(s) and room size requests match. If you do not have a roommate preference, please list your gender and age so that appropriate arrangements may be made for you. *We realize that NBM, NAM and NYBM attendees may want to room with different people during the 60th anniversary weekend. We request that the NBM, NAM and NYBM attendees register for their program and list their roommates for those meetings. Then the people who are only attending the 60th anniversary will register and list their roommates which may include NBM, NAM and NYBM attendees. The NBM Committee will group people accordingly for the weekend. Please contact Lynn Vottero, NBM Co-Chair, with any questions. [lynn@vottero.com](mailto:lynn@vottero.com) or [614-395-9603](tel:614-395-9603).*

**Support Services:** Limited copying is available on site. The Executive Committee and NYEC are given priority for all copying projects during the NBM. All others needing to use the copier will need to schedule a time for use. Also, please inform Kathi Roetter [roetterk@gmail.com](mailto:roetterk@gmail.com) by October 5th of any AV needs.

**Travel:** People whose air travel will be reimbursed should seek the lowest fare. For reimbursement, we ask that you purchase your tickets three weeks prior to travel. Any tickets purchased within two (2) weeks of travel are subject to review by the EC and may not be reimbursed.

**Trustees:** Please bring your copy of the **Handbook of Procedures**. Each Chapter should have a copy. If a trustee is unable to attend, please notify Laura in the National Office, in writing, with the name of the substitute as soon as possible.

**Youth:** Youth participants under the age of 18 must submit a signed CISV Legal/Insurance form (YLIF2010 USA ONLY). Youth attending the NAM are also required to submit a YLIF2010 USA ONLY. The YLIF2010 USA ONLY is available on-line at <http://cisvusa.org/documentation.php>. Youth participants must submit a National Code of Conduct form, signed by parent and participant. The youth chaperone should be given the original of these forms and the chapter trustee will maintain a copy.

Please make sure you review the National Junior Branch Registration Policy.

Please direct questions about registration and the online site to The National Office at [cisvusa@cisvusa.org](mailto:cisvusa@cisvusa.org) or 513.674.9242

Please direct questions about roommates and coordination to Lynn Vottero at [lynn.vottero@gmail.com](mailto:lynn.vottero@gmail.com)

Please direct questions about any logistics relating to the board meeting to Kathi Roetter at [roetterk@gmail.com](mailto:roetterk@gmail.com)

Thank you and we look forward to seeing you!  
The National Board Meeting Committee & National Office