

Greetings from NACAC Baltimore 2023 LAC Chairs,

As so many of us head back into another academic year, we are beginning our preparations to host NACAC Baltimore in September 2023. The PCACAC Local Arrangements Committee (LAC) will work alongside NACAC to plan events and welcome conference attendees to Charm City! Our LAC chairs will need members of our profession to co-chair and serve on various subcommittees to make it all happen.

We hope that you will be interested in joining other college admission professionals as a member of the Local Arrangements Committee. Each of the sub-committees listed below needs members to begin the long-range planning necessary to insure a successful conference.

- **Counselors' Preview Day (CPD) Subcommittee**

*Early sub-committee work will be to develop a process to identify and invite local counselors who might otherwise be able to attend a national conference. Welcome local counselors to the conference and assist committee chairs with various events and networking opportunities associated with CPD.*

- **Hospitality Subcommittee**

*Assist with hospitality and directions within the convention center, providing directions to local activities/sites and manning the NACAC information booth. (This committee needs volunteers primarily from Baltimore or the surrounding area).*

- **Session Arrangements Subcommittee**

*Monitor the Main Stage/Keynote session room, educational sessions, and other meeting rooms. Tasks include door tally counters, session seating, speaker introductions and session time management. Volunteers will be scheduled for 15 minutes before each educational opportunity throughout the conference. Attendees volunteering for sessions are encouraged to remain in the room and watch the session.*

- **Registration Subcommittee**

*Assist with self-scan registration and distribution of registration materials.*

- **First Timers Orientation and Special Events Subcommittee**

*Assist with aspects of First Timers Orientation, Welcome Reception, and the Saturday Social.*

- **College Tours**

*Assist with outreach to local colleges to organize individual and group tours; Assist with logistics during the conference*

- **Advocacy and Community Support**

*Throughout conference, there are opportunities to engage in advocacy and community efforts that support local, state, and national initiatives. Assist with planning and coordinating events and opportunities for conference attendees to amplify their voices on issues that matter most to them.*

Our role in the future of college admission counseling is crucial, and we hope that you will take advantage of this unique opportunity to serve our profession and our associations while working with colleagues from around our region.

We hope that you reach out to one of us at the email addresses in the signatures below and join the LAC efforts for NACAC Baltimore 2023.

Best,

NACAC Baltimore LAC Co-Chairs

Lisa Hill  
Senior Associate Director of Admissions  
Goucher College  
lisa.hill@goucher.edu

Jayne Caflin Fonash  
JCFONASH Consulting  
jayne.fonash13@gmail.com