Welcome back, and happy 2019!

NACAC 2019 will take place in Louisville this coming fall. If you are interested in joining other colleges or universities and offer visits to secondary school counselors before the NACAC conference starts, here is how to make your tour official! NACAC is encouraging post-secondary institutions within 4-5 hour drive from Louisville to consider organizing a tour.

Please note that the deadline to submit your tour to be registered and included in the NACAC website is March 5th. For details and contact information, refer to the note from the Pre-Conference College Tours coordinators below.

Stay warm, and see you in at the Westin on February 18-20!

Mona Bowe

IACAC, President

Colleagues,

[NACAC’s 75th National Conference](https://www.nacacconference.org/) will be held in Louisville, Kentucky from **September 26 - 28, 2019**. Post-secondary institutions within driving distance are invited to host college tours for counselors in the days preceding the conference. Below are details to assist in planning your tour(s).

Tours will be advertised on the [Conference Registration](https://www.nacacconference.org/registration/registration/) website. **To participate,** [**register your tour**](https://docs.google.com/forms/d/e/1FAIpQLSdYm5nCRy-yDXnGrmR9dYpn6Qjzgt315QbiY1upq1WGj4gplQ/viewform) **by March 5**.

**Tour Days & Times**

* Tours can be scheduled to begin as early as Sunday, September 22.
* Visitors must be back at the convention center by noon on Thursday, September 26.

**Transportation**

* Consider providing transportation to/from your campus *(tends to increase counselor interest).*
  + Depart from the [Kentucky International Convention Center](https://kyconvention.com/) in downtown Louisville.
  + Bus staging location and departure/arrival times must be coordinated with NACAC.
* You may also start your tour in an alternative city and end with transportation to Louisville.
  + Ask guests to arrive at an alternate airport like Cincinnati/Lexington/Nashville/etc.
  + *NACAC will not coordinate transportation for tours leaving from alternative locations*

**Tour Attendee Registration**

* Each campus is responsible for tracking/managing registrations for their tours.
* A designated primary contact must coordinate all details with the NACAC College Tour Chair(s).

Suggestions to maximize tour time prior to the conference:

***Get Together***

Look to partner with campuses close to you! Counselors will want to make the most of their time. Options with two or more institutions are popular.

***Host Multiple Days***

You may offer visits at multiple times or on multiple days, especially if your campus is within a relatively short distance of the convention center. You also may add additional tours to meet demand, if needed.

***Be Creative***

Think outside the box - consider hosting counselors overnight, for a meal or for another fun activity.

***Offer Self-Guided or Open Tours***

Allow guests to come and go as they please. Please note that institutions with scheduled tour times that do “sell out” may experience walk-in guests to their campuses.

**Please** [**complete the form to register your tour(s)**](https://docs.google.com/forms/d/e/1FAIpQLSdYm5nCRy-yDXnGrmR9dYpn6Qjzgt315QbiY1upq1WGj4gplQ/viewform) **by Tuesday, March 5, 2019.**

*Each institution is responsible for all organization and costs incurred. Institutions may limit the number of participants or cancel tours if registration does not meet expectations.*

We look forward to working with you to plan your campus tours.

Sara Pettingill Tye Mortensen

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