



**NC Philanthropy Conference  
Triad, Triangle and Charlotte Chapters  
Association of Fundraising Professionals  
Thursday, August 12, 2010**

**TO:** All NC Philanthropy Conference Resource Partners  
**FROM:** Armen Boyajian, Chair, Resource Partners Committee  
[asboyajian@CharlotteDiocese.org](mailto:asboyajian@CharlotteDiocese.org), 704-370-3371 or 704-998-8252 (cell)  
**DATE:** July 26, 2010  
**RE:** 2010 NC Philanthropy Conference, Thursday, August 12, 2010 – Embassy Suites Golf Resort & Spa, Concord, NC

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The 2010 NC Philanthropy Conference is just weeks away and we are putting together the final details for the conference. Registrations are coming in daily and this year’s conference is shaping up to be one of the best conferences! We are excited about your participation and appreciate your support and enthusiasm for the upcoming conference. Listed below are a few final remarks and reminders:

**Embassy Suites Golf Resort & Spa, Concord, NC:** if you have not reserved a room at the hotel please contact them ASAP to receive the discounted rate of \$139 per night (ask for the AFP Philanthropy Conference group rate) by calling them directly at 704-455-8200. The hotel is very convenient to I-85 (across the interstate from Concord Mills Shopping Center).

**Set-Up/Table Assignments:** we are finalizing all booth assignments and will email to you the first week in August. As discussed, we made booth assignments in the order in which the registrations were received. **All booths will be set-up outside of Concord E & F at the site.** There is a storage room available near registration that can be locked if you need to store any materials the evening before the conference or during the conference. Please let me know if you plan to set up on Tuesday afternoon or Wednesday morning. You can set up as early as 5:00 pm on August 11<sup>th</sup> or August 12<sup>th</sup> as early as 6:30 am. Set-up times are:

- **Wednesday, August 11<sup>th</sup>, from 5:00 pm – Contacts: Armen Boyajian (704-998-8252) or Lori Avery (704-458-8823) or Thursday, August 12<sup>th</sup>, from 6:30-7:30 am**
- **But please e-mail me to confirm, [asboyajian@charlottediocese.org](mailto:asboyajian@charlottediocese.org)**

Upon arrival, you will find a sign with your company/organization’s name posted directly on your assigned table. **Please arrive early and be set-up by 7:30 am on August 12 so that conference attendees to stop by your booth during the continental breakfast -- Conference registration beings at 7:30 am**

**Shipping:** Boxes can be shipped (no more than three days prior/72 hours) as follows:  
**Embassy Suites, 5400 John Q. Hammons Drive NW, Concord, NC 28027**

**Attention: (Individual from Resource Partner’s Company who will receive shipment)**  
**Resource Partner’s Company Name, AFP NC Philanthropy Conference - August 12, 2010**  
The following charges will apply for in-bound AND out-bound packages (these are in addition to

your carrier charges) and will be charged to recipient's hotel room unless other arrangements are made:

**Less than 250 pounds: \$10/per box receipt and delivery, storage \$5/day**

**More than 250 pounds: \$100/day pallet/package plus \$50/day storage**

**Any additional questions regarding shipping should be directed to Patty Medlin, Convention Services Manager 704-454-1711 or [patty.medlin@jqh.com](mailto:patty.medlin@jqh.com)**

**Pre-Conference Party – Speedway Club:** you will shortly receive an invitation to the pre-conference party being held on August 11th. Please RSVP to [chapteradmin@afptriangle.org](mailto:chapteradmin@afptriangle.org). We hope to see you there! It will be a great way to kick-off the evening and get ready for a great conference the next day. The party will include light hors d'oeuvres and there will be a cash bar for cocktails, beer and wine.

The party is from 6:00 p.m. until 7:30 p.m. at the Speedway Club, 5555 Concord Parkway South Concord, NC 28027 (just 2.5 miles from the Embassy Suites).

### **Conference Day: *Morning Plenary***

- As part of this year's opening plenary, we would like to have all resource partners join the planning committee, speakers and sponsors on stage. What an impact this will make to the conference attendees! The conference has been a group effort and has taken one year to plan – so, we want to show everyone how much of an impact you make by being a Resource Partner!! What a great team – and we thank you for your partnership!
- Please be at the Registration Area at 8:20 a.m. – we will walk in together and start the conference at 8:30 am

### ***Lunch***

- You are invited to attend the networking luncheon and we hope many of you will help lead table discussions.

### ***Tear-Down***

- You are free to tear down your booth after 4:00 p.m. The conference ends at 4:45 p.m.

### ***Action Items***

- **If you have not yet given us the name(s) of the person(s) who will be representing your company/organization in your booth, please contact Armen Boyajian at [asboyajian@CharlotteDiocese.org](mailto:asboyajian@CharlotteDiocese.org) or [chapteradmin@afptriangle.org](mailto:chapteradmin@afptriangle.org) by Monday, July 26<sup>th</sup> and please also indicate if you will be joining us for lunch so we have the appropriate head count.**

Again, thanks for taking part in this exciting conference – we are thrilled to have you on the team as our resource partners! Please let us know if you have any questions. We look forward to meeting you in a few weeks!