

#NSBE50 Frequently Asked Questions

General Convention Information

- 1. Will the 50th Annual Convention be in person, virtual or both?**
 - a. The 50th Annual Convention will be **in person** only.
- 2. Where do I find the most up to date convention information?**
 - a. Visit the 50th Annual Convention Website, www.convention.nsbe.org
- 3. What is the dress code for Annual Convention?**
 - a. The dress code is business casual for most events and sessions, however, for the career fair, please come dressed in professional attire (men must wear a tie).

Membership

- 1. Who do I contact if my membership type is incorrect in the MyNSBE portal?**
 - a. Please contact membership@nsbe.org.
- 2. My chapter has been having issues with group registration. What do I do?**
 - a. Contact nsbe@conferencedirect.com and you will be helped as soon as possible! Please type "**Group Annual Conference Registration Issues - <<NSBE Chapter name>>**" in the subject line.
- 3. Must I be a member of NSBE to attend the 50th Annual Convention?**
 - a. No, although members get the best rates. [Join NSBE](#) and become a member today.
- 4. Where can I find the NSBE Code of Conduct?**
 - a. To view the NSBE Code of Conduct, click [here](#).

Registration

1. How do I register for the 50th Annual Convention?

- a. Go to <https://member-nsbe-annual-2024.streampoint.com/> to register
- b. **Pro Tip:** Sign up for membership prior to registering for the convention.

2. Who do I contact if I have registration issues?

3. Please contact **NSBE** at nsbe@conferncedirect.com for all inquiries regarding NSBE's 50th Annual Convention registration.

4. What is included in the registration fee?

- **Motivating and informative** opening, general and closing sessions
- **Access to NSBE Business** – Regional and National Elections
- **Curated personal** and professional development opportunities
- **Access** to our flagship career fair
- **Networking** opportunities at our events
- **Ability** to view and participate in our competitions

Events requiring advance registration are listed in the registration process.

4. Where do I list my dietary restrictions?

- a. You will provide your dietary restrictions during the registration process.

5. I registered for convention before my membership, APEx, Chapter Executive Officer (CEO), Senator or Delegate status was confirmed.

Can I get a refund for the difference in registration fee?

- a. NSBE will not offer refunds to individuals who register first, then purchase a membership, and then request an adjusted registration rate. To receive the discounted rate, membership must be purchased **before registering** for the 50th Annual Convention.
- b. Your registration fee is based on your current membership status (at the time of registration.). Once registration payment is

completed, we will be unable to process refunds based on any modifications to your status. This may include changes to an individual's membership and/or GPA verification. For information about how to verify your GPA prior to registering, contact scholarships@nsbe.org.

6. What positions qualify for the Chapter Executive Officer rate?

- a. The below positions qualify for the Chapter Executive Officer (CEO) rate:
 - i. President
 - ii. Vice President
 - iii. Secretary
 - iv. Treasurer
 - v. Programs Chair

7. How do I register for the Chapter Executive Officer rate?

- a. Please have your chapter president add you to the CEO roster by using [these directions](#)
- b. To find your region please go to <https://www.nsbe.org/collegiate/regions>.

8. What methods of payment are accepted?

- a. You may complete your online registration with the following payment methods: American Express, MasterCard, and Visa. The billing address for the credit card must match the member's address in their NSBE profile. If the address is correct and you receive an error message, email accounting@nsbe.org for assistance.
- b. We **do not** accept cash, money orders, purchase orders or checks (personal or cashiers)

9. What payment methods are accepted?

- a. The following payment methods are accepted: American Express, MasterCard, and Visa. The billing address for the credit card must match the member's address in their NSBE profile. If the address is correct and you receive an error message, email accounting@nsbe.org for assistance. Registrants must complete

payment before the event to obtain access. We will be unable to accommodate onsite/day-of changes. We can accept all major credit cards (list out). Checks can be accepted for group registrations only. To pay by check, reach out to NSBE at membership@nsbe.org for further assistance.

10. As a NSBE member, how do I ensure that I receive my discounted rate?

- a. Your registration fee is based on your current membership status (*at the time of registration). Once registration payment is completed, we will be unable to process refunds based on any modifications to your status. This may include changes to an individual's membership and/or GPA verification. If you are unsure if your GPA has been verified or have or need information about how to verify your GPA prior to registering, contact scholarships@nsbe.org.

11. What is the #NSBE50 refund and cancellation policy?

- a. **Refund Request:** Anyone who has registered and paid for #NSBE50 is eligible for a refund up to the amount that was paid under the following criteria:
 - A minimum of 45 days before the first day of the event for a full refund. Deadline: February 4, 2024
 - A minimum of 30 days before the first day of the event for a 75% refund. Deadline: February 19, 2024
 - A minimum of 15 days before the first day of the event for a 50% refund. Deadline: March 5, 2024
 - i. **Requests submitted less than 15 days before the first day of the event will not be refunded. Instead, the funds will only be eligible for a NSBE credit or to be transferred to another individual.**
- b. **Credit Request:** Anyone who has registered and paid for any Event or Program is eligible for NSBE credit up to the amount that was paid, under the following criteria:
 - The burden of proof is the responsibility of the participant. The

authorizer of the event determines what acceptable documentation would be required on a case-by-case basis.

- The request must be reviewed within seven (7) days after the event's last day.
- Requests submitted more than seven (7) days after the event's last day are ineligible for NSBE credit. NSBE credit issued to an account is valid for twelve (12) months from the date issued. It can be used for any NSBE Event/Program.

- c. **Transfer Request:** Anyone who has registered and paid for #NSBE50 can transfer their registration to another attendee. Note – If the amount paid is less than the registration fee for the transferred individual, they must pay the difference. Transfer request deadline: **DATE**.

All attendees must agree to NSBE Convention Policies. Contact membership@nsbe.org if you have questions.

- d. Requests for cancellations, refunds and transfers should be emailed to nsbe@conferencedirect.com

12. Can I register onsite?

- a. We highly encourage attendees to register before #NSBE50. However, if necessary, onsite registration will be available. Payment can only be made with a credit or debit card; no cash or checks will be accepted onsite.

13. What is the NSBE Jr./PCI Group Registration process?

- a. **Please see the Group Registration Form Process below**
 - i. During **Step 4**, in the registration process (labeled "Additional Registrants") Please add how many attendees under the age of 17 you will be adding to your registration
 - 1. **There is a mandatory 6:1 chaperone to student ratio for NSBE Jr. chapters. Please register all chaperones first for proper registration allotment.**

- ii. The Registration Verification page will prompt you to review all your information including the balance owed for each attendee. Please ensure that all details provided are accurate before making a transaction. When you are finished, continue to **step 8 for payment**.

Note: allow 3-5 business days for your group registration request to be processed.

14. What is the APEx verification process?

Collegiate/Graduate Student Members

- a. Members will self-report their GPA on their MyNSBE profile. All members must complete a GPA Verification Form, have it signed by a university advisor or counselor, or an official from the registrar's office, and email it to scholarships@nsbe.org. This form MUST be signed by the Office of the Registrar or a university advisor.
- b. NSBE World Headquarters (WHQ) no longer accepts emailed transcripts, mailed transcripts, unofficial transcripts, or unsigned GPA Verification forms.
- c. The deadline for submitting GPA Verification Forms to WHQ is **March 1, 2024, at 4:59 PM EST**. GPA Verification Forms submitted after this deadline **WILL NOT** be accepted.

NSBE Jr. Members

- d. Members will self-report their GPA on their MyNSBE profile. All members must complete a GPA Verification Form, have it signed by a chapter advisor or high school counselor and e-mail it to scholarships@nsbe.org. This form MUST be signed by a chapter advisor or high school counselor for verification.
- e. NSBE World Headquarters (WHQ) no longer accepts emailed transcripts, mailed transcripts, unofficial transcripts or unsigned GPA Verification forms.

- f. The deadline for submitting GPA Verification Forms to WHQ is **March 1, 2024, at 4:59 PM EST**. GPA Verification Forms submitted after this deadline **WILL NOT** be accepted.

****APEX members must verify their GPA before registering for the Convention. Refunds WILL NOT be given after the registration type has been confirmed and paid for. ****

15. What is the NSBE Code of Conduct?

- a. NSBE is dedicated to the academic, professional, and cultural development of our students and professional members, as well as the development of ethically sensitive and responsible persons. It seeks to achieve these goals through sound academic and professional programming and through regulations and policies governing conduct that encourages independence, maturity and respect for the rights and viewpoints of others.
- b. Conduct at non-Society sponsored activities is viewed as the members' personal business. Conduct at Society-sponsored events is expected to be in accordance with this Member Code of Conduct (hereafter referred to as "the Code"). The Society reserves the right to impose disciplinary sanctions or take other appropriate action when conduct is not in accordance with the Code. This Code is in effect for all chapters, regional, and national Society activities. To view the **NSBE Code of Conduct**, click [here](#).

Housing

1. Where can I find the list of hotels for #NSBE50?

- a. **For a complete list of hotels, please visit** <https://convention.nsbe.org/hotel-travel/>
- b. **Pro Tip:** You must register for convention before reserving housing

2. The hotel blocks are full, what should I do?

- a. Please place your name(s) on the Annual Convention Housing waiting list.

COVID-19/ Health & Safety

1. Is NSBE requiring COVID-19 testing or proof of a negative COVID status?

- a. **No. NSBE recommends that all #NSBE50 attendees be fully vaccinated** in accordance with the CDC guidelines. Boosters are strongly recommended but are not required.

2. Are masks required during #NSBE50?

- a. Wearing facial coverings throughout #NSBE50 is strongly recommended.

3. What should I do if I feel ill prior to arriving in Atlanta or if I feel ill in Atlanta?

- a. If an attendee tests positive for COVID-19, before, during, or after #NSBE50, we strongly recommend alerting NSBE's Human Resources Department at hr@nsbe.org to enable us to make other attendees aware of who may have come in close contact. In the event, any Convention attendee tests positive for COVID-19, a five (5) day quarantine period is mandated by the CDC.

Program, Agenda and Competitions

1. Where can I find the most up-to-date convention schedule?

- a. Visit <https://convention.nsbe.org/wp-content/uploads/2023/11/NSBE50-Schedule-at-a-Glance-1st-Round.pdf>

2. When will Convention Mobile App be released?

- a. Late January; Stay tuned for more details!

3. What workshops will be available at the convention?

- a. Stay tuned to @nsbeconvention on social media platforms for our Workshop Wednesday's series and our convention app in early March.

Pre-College Initiative Conference

- 1. Where can I get more information regarding NSBE Jr. events?**
 - a. Information regarding conference will be updated monthly on the convention website, the NSBE Jr. Homepage, NSBE Jr. Advisor Monthly Conference Calls, and NSBE Jr. E-Newsletter
- 2. How do I sign-up for the monthly newsletter?**
 - a. Email pci@nsbe.org to request to be added.
- 3. Will there be meals provided at #NSBE50 Convention?**
 - a. Breakfast and Dinner
- 4. Where can I register?**
 - a. Registration information can be found on convention.nsbe.org under the registration tab on the homepage.
- 5. Where can I find out about NSBE Jr. competitions?**
 - a. NSBE Jr. Homepage, NSBE Jr. Advisor Monthly Conference Calls, and NSBE Jr. E-Newsletter
- 6. Are allergy accommodations made for Breakfast and Dinner?**
 - a. Yes. Please let us know of food allergies when completing registration.
- 7. How do I download the event app Pheedloop?**
 - a. Pheedloop, the new convention mobile app, will be released in Late January. Check social media and the convention website for updates.
- 8. Where can I find information about the event agenda and schedule?**
 - a. On the convention website.

Career Fair & Career Fair Tips for attendees

- 1. What tips do you have for attendees looking for a job, internship or co-op?**
 - a. **Sign-up** for the NSBE Career Center, www.careers.nsbe.org – many companies pre-screen candidates before the onsite Career Fair
 - b. **Research** the companies you are most interested in speaking to
 - c. **Review** and **update** your resume and LinkedIn profile

- d. **Have** your suit tailored and dry-cleaned
 - e. **Bring** a resume folder with multiple resumes, pen/paper and business cards
 - f. **Stop by** the NSBE Career Fair Prep Center in Atlanta
 - g. **Network** and make connections! It will be one of the best takeaways during Convention
- 2. Will the 50th Annual Convention have a Virtual Career Fair?**
- a. No, the Career Fair will be held **in person** at the Georgia World Congree Center.
- 3. What are the hours of the Career Fair?**

Thursday, March 21 – APEX: 1-2 PM, All: 2 PM – 6 PM

Friday, March 22 – PCI: 10-11 AM, All: 11 AM – 4 PM

Media/Press

We appreciate your interest in NSBE's 50th Annual Convention. To set up an interview, get a quote, or talk to a NSBE leader please contact us at marketing@nsbe.org.

Media Team

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To learn more about NSBE, visit <https://www.nsbe.org/about-us>

ENGINEERING COMMUNITY



We look forward to seeing you in ATLANTA!!