



TOP TEN THINGS TO KNOW BEFORE YOU GO!

1. The “AFP ICON 2019” App

Be sure to download “AFP ICON 2019”—the official app of AFP ICON 2019 – from any major app marketplace. Have all the sessions, speakers, exhibitors, and more at your fingertips, and create your own personalized conference experience. You can set up a profile, connect with fellow attendees, post updates and pictures to the activity feed and social media, and much more.

****New for 2019, all education session evaluations will now be accessed only from the conference app. Learn more at “Session Evaluations/CE Tracker” in the app.****

2. Watch the AFP ICON 2019 Attendee Orientation Webinar

Need some tips to get the most out of AFP ICON 2019? We've got you covered! Especially if you're an ICON first-timer, you need to check out the one-hour AFP ICON 2019 Attendee Orientation Webinar to get info about key locations, registration, education sessions, coffee and lunch, Wi-Fi, and much more!

Watch the Webinar: <https://vimeo.com/326372834>

3. Remember these Important Locations

Registration, Pre-Conference Workshops, Marketplace, General and Education Sessions

Henry B. González Convention Center
900 E. Market Street, San Antonio, TX 78205

Board and Governance Meetings, Community Group Receptions on Sunday

Hilton Palacio Del Rio – AFP Headquarter & Board Hotel
200 S. Alamo Street, San Antonio, TX 78205

¡Viva Fiesta! (Conference Party Co-Hosted by the AFP San Antonio Chapter and AFP Global)

Briscoe Western Art Museum
210 W. Market Street, San Antonio, TX 78205

****Prior Registration Required – Tickets still available! Add one to your registration before it sells out.****

4. Have a Transportation Plan

Parking, Directions, and Local Transportation: <https://www.sahbgcc.com/Visit-Us/Location-Directions-Parking#17402911-traveling-from-the-airport>

Please Note: All conference-approved hotels are within short walking distance of the convention center. No shuttle will be provided.

ADA Accessibility at the Henry B. González Convention Center: <https://www.sahbgcc.com/Facilities/Convention-Center/ADA-Accessibility>

5. Know When and Where to Check In and Pick Up Your Materials

The busiest time for Registration at AFP ICON is on Sunday morning before sessions begin. **Try your best to avoid picking up your materials at this time – instead come on Friday or Saturday, or right when Registration opens on Sunday (7:00 AM).**

Registration Hours:

Friday 1:00 PM–5:30 PM
Saturday 7:30 AM–6:30 PM
Sunday 7:00 AM–5:30 PM
Monday 7:00 AM–5:30 PM
Tuesday 7:00 AM–3:30 PM

Attendee registration and materials pick-up is located in the Bridge Hall of the Henry B. González Convention Center, across from the AFP Marketplace in Hall 4. **Please make sure that you have your registration barcode email printed or available on your phone when you arrive.** You will also receive a card for lunch, badge holder, final print program, conference tote bag and other “goodies.” If you did not receive your barcode email, check your spam folder, and if not there, please let us know at frp@experient-inc.com.

6. The Fun Starts Even Before Sunday – And Bring Lots of Business Cards!

Affinity Group Roundtable Networking

Saturday, March 30, 5:15 – 6:15 PM | Hilton Palacio del Rio, La Vista and El Mirador rooms (Level 2)
Affinity Roundtables limited to these self-selected affinities: African American, Arts & Cultural, Faith-Based, Health, LGBTQ, and Young Professional. No pre-registration required.

Conference Welcome Reception and Networking

Saturday, March 31, 6:00 – 7:30 PM | Henry B. González Convention Center, Grotto

7. Be Equipped for Success and Ready for Anything

Dress: Wear comfortable shoes, as you will do lots of walking. Dress code is casual for meetings and sessions, dress to your style. Bring a sweater or light jacket, as meeting rooms in the convention center can be cool.

WiFi Network name: **AFPICON**

Password: **ICON2019!**

Need a Wheelchair? Rentals are available through Tom’s Wheelchairs. Please call 210-223-7878.

To report an emergency, please dial 210-207-7773. Please inform AFP ICON event staff as well.

8. Note these Important Items about Education Sessions

Above all, remember that almost all breakout education sessions are recorded and provided to AFP ICON attendees at no charge following the show. If you miss a session, don’t worry!

- All meeting rooms will be cleared between presentations.
- All seats are available on a first-come, first-served basis.
- Reserving spaces in line or saving seats is not permitted.
- Please move into the middle of a row to maximize the available seating.
- In compliance with fire codes, sitting on the floor or standing is not permitted.

- As a courtesy to the speakers and your colleagues, please silence your cell phone during all presentations.
- If a session room is filled, please do not bring outside chairs into the room.
- During each session block, there will be an overflow room for the most crowded single session. Please keep an eye out for that room and follow the direction of the conference staff.
- In consideration of both speakers and listeners, please wait until the breaks if you find you need to leave or switch rooms.
- Additional “Pop-Up Sessions” in the AFP Hub will be announced each day via the AFP ICON 2019 app. Stay tuned for these last-minute, exciting engagements with top fundraising minds!
- Daily addendums to the conference program, including new information about education sessions and AFP Marketplace activities, will be available at the registration area and published on the conference app as they are known.
- Education session handouts can be found in each session's listing on the AFP ICON 2019 app, or at afpicon.com/handouts-2019. On the AFP ICON 2019 app, simply go to "My Schedule" and then click on the session to find the handouts. At afpicon.com/handouts-2019, listings are ordered by session title.
 - If no handouts appear in a session listing, that means those speakers have not provided a handout, or the session will not include handouts.
- CFRE Tracker Sheets are available in the AFP ICON 2019 conference program, in the AFP ICON 2019 app, and at afpicon.com.

9. Stay Energized with Food and Drinks

Coffee will be available each morning in the Registration area before sessions and in the Marketplace during the following times:

Sunday, March 31 | 3:00 – 3:45 PM
 Monday, April 1 | 9:15 – 10:00 AM
 Tuesday, April 2 | 9:15 – 10:00 AM

Each attendee will receive a credit card to be used at lunch in the Marketplace on Sunday, Monday, and Tuesday. Attendees will be able to choose from numerous selections on the menu, including fajitas, hot and cold sandwiches, vegetarian and gluten-free options. The café will be located in the back of the Marketplace. Look for signage announcing what food is at each station. Please note: the credit card contains \$60 in credit (\$20 per day). The cards hold no cash value. Lost cards cannot be replaced.

Sunday, March 31 | 11:30 AM – 1:30 PM
 Monday, April 1 | 11:30 AM – 1:30 PM
 Tuesday, April 2 | 11:00 AM – 1:00 PM

10. Be Ready to Register for AFP ICON 2020!



Build on your experience at AFP ICON 2019 by joining us next year!

Starting on April 1, you can get the hardly-believable Super Early Bird Rate for the world’s largest conference for professional fundraisers. Visit the AFP Hub in the Marketplace for more information about next year’s conference and register online starting April 1 at afpicon.com/2020.