

DCON Helpful Hints/Reminders

- If you don't mail your registration payment by March 25, please just bring the payment to DCON with you. It will miss us in the mail if it is mailed after this date.
- Please be sure to bring paperwork for each attendee (code of conduct, medical release) which can be found on the District Website alabamakeyclub.org Have them bring **TWO COPIES OF THE MEDICAL FORM.**
- Plan for contests (club skit, talent, oratory, table decorating, poster, scrapbook, achievement reports, club video, single service award, major emphasis award)
- Table decorating is a neat competition that secures your clubs table for Saturday night's banquet. It is so much fun seeing all the creative ideas. Please consider participating. You may decorate more than one table as well. Please note, we planned on seating 8 per table, so they directions for that competition show a diagram of 8 per table. We are now seating 10 per table to accommodate a great crowd!!
- We are still accepting nominations for Outstanding Club President, Outstanding Faculty Advisor and Outstanding Kiwanian. Applications are on the District website (due March 15)
- You may also bring donations for our District Project to convention.
- Hotel Reservation: Again, we are scheduling hotel accommodations to make your convention planning easier.
- Again, this year, we have a VENMO account that you can use for any payments on site that weekend (registration, fundraising, etc.). @alcki
- The hotel will be providing ice cream sundae bars throughout the convention at various times for a small donation to charities that serve children and Children's Hospital. Consider bringing some cash to support these causes.
- Yes, the hotel is connected directly to the mall. You have easy access to the stores, food and a good place to mingle with new friends.
- The hotel has a large group checking out the day of our convention kick off. Plan to arrive early and take advantage of our Meet and Greet, College Fair and the Riverchase Galleria Mall. If your hotel room isn't yet ready, you may store your luggage in the Wyndsor I room until you can move into your hotel room.

When you arrive at the hotel:

- Park in the Hyatt's (formerly Winfrey) parking deck. Deck parking will be free.
- Bring your students with you and all your luggage to the **Wyndsor I** meeting room. This room is located on the main lobby floor just past the hotel registration desk as you walk toward the mall.
- Head up the escalators to the Meet and Greet and College Fair area. All the fun on Friday will be happening on the BallRoom floor.
- FACULTY ADVISORS ONLY- report to the **Advisor Registration Window** at the FAR END of the preconvene area outside the main ballroom. You will take care of all the following at this window:
 - Receive your convention credentials
 - Drop off any convention payments still owed
 - Drop off any donations for (Children's, Reading is Fundamental, Matt Palys Scholarship, etc). This is a form on the website to help you document these contributions.
 - Register your voting delegates for the House of Delegates
 - Drop off medical release forms for all student attendees
 - Pick up hotel room validation sheet
 - Pick up convention swag redemption tickets
- After you have taken care of all registration paperwork, distribute all convention paraphernalia to your students, who should be mingling at the college fair just near the registration window.
- Once they have convention credentials and swag redemption tickets, students can head to the **Student Registration window** (across from the main ballroom) to pick up convention swag, tshirt, and convention tags.
- Have students mingle at the college fair while you take your hotel room validation sheet to the hotel lobby (downstairs by the front door) to pick up your room keys. This will be done at the kiosk in the lobby by the revolving door, NOT AT THE MAIN REGISTRATION DESK.
- Sign up for contests to the right of the escalators on the ballroom floor.
- Take room keys to your students and let them get settled in their hotel rooms. If your room isn't ready at that time, luggage can remain in Wyndsor until your rooms are ready.
- Enjoy Meet and Great and the College Fair on level two outside the main ballroom
- Grab dinner in the mall or surrounding area.
- Be back at 6 for opening session