



What You Need to Know to Register for the 2024 NSM Symposium

1. Attendance Expectation

The expectation is that you will be attending the 2024 NSM Symposium in person unless you have a special health or personal circumstance that prevents you from attending the event.

Regardless of whether you are able to attend, please accept or decline the registration invite. You will have an opportunity to indicate if you require special accommodations.

2. Roommates

Due to hotel capacity, sharing a room with a teammate is necessary. During registration you will be asked to choose your roommate from [a list of other attendees](#). **Please determine who you want to room with prior to registering.** If you don't have a roommate preference, we will pair you with a roommate.

3. Travel Arrangements

An email from no-reply@navan.com was sent to you inviting you to book your travel for Symposium via NSM's travel platform, Navan (formerly TripActions). [Click here](#) to view an image of the invite for reference. If you are having trouble locating the email, please be sure to check both the "other" and "junk email" folders in your Outlook email. If you did not receive an invite, please email NSMSymposium@nsm-seating.com. Arrival and departure recommendations are as follows:

- **The recommended destination airport is San Antonio, TX (SAT).**
- **The recommended arrival date is Thursday, February 22.** The Welcome Dinner will begin at 6:30pm CST so please plan your arrival time accordingly.
- **The recommended departure date is Sunday, February 25.** The closing presentation ends at 11:00am CST and you are required to be present. Please do not book a departing flight that departs before 2:00pm CST.

4. Transportation To/From San Antonio, TX Airport

There will be transportation provided for you to/from the San Antonio, TX airport **so there is no need to worry about booking transportation or renting a car.** You will receive more details in your final registration and travel confirmation email that will be sent to you prior to Symposium.