

## Nationals Guidelines

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**Total Budget: ~\$8000**

### Timeline

July – starting looking through hotels & flights

Mid-August – reserve group seats

Early September – get list of likely attendees

Early/mid-September – Book seats with names of individuals

September – book hotels

\*timeline is subject to change depending on policies of airlines and date of conference

### Airlines

- MIT SWE does not cover check-in baggage fees
- Jet Blue could be a good option – 1 free check-in bag
- Do not want to sign into a group deal too early, many airlines have a certain time frame in which seats must be purchased
  - Certain airlines will charge a phone processing fee
- Must have the information of passengers upon purchasing of seats
  - Typically have 1 free name change per seat
- Can look online for prices, but must call into airlines to reserve seats for a month or so
- Each seat approximately \$300 (including tax and fees)
- Typically, if an individual needs to change airline ticket, they must cover the price difference if more expensive

### Hotel

- Book 4 rooms and possibly one larger suite
  - Can have meetings if necessary
  - Double queens is best
- Look for a location that is close enough to the conference center
  - Either walkable or close taxi ride
  - May also look at hotels with conference deals, typically run shuttles, though these run out VERY quickly (by June)
- Also consider proximity to entertainment and restaurants
- Check tripadvisor for good hotels in the area
- Aim for approximately \$200 a night, though dependent on the city
- Find a hotel with complimentary breakfast

### Conference

- 16 attendees from MIT
  - 14 from exec & board
  - 2 from non-board, possibly a graduate student – chosen via application
- Attendance from Wednesday to Saturday evening
  - A few (4 people) should remain until Sunday to attend “Celebrate SWE”

- Try to have everyone travel at the same time
  - Difficult to coordinate individuals arriving and leaving separately
- Individuals are expected to attend **at least 5** different workshops over the span of three days – this should be *VERY* easy

**Wednesday:** arrive at conference, attending SWE Ice Cream Social

**Thursday:** Collegiate luncheon, Region F Business meeting, 2 or 3 workshops, evening hospitality suites

**Friday:** Career fair, 1 or 2 workshops, SWE group dinner

**Saturday:** Remaining workshops, sight-seeing, majority of group leaves, “Celebrate SWE”

**Sunday:** Remainder of group leaves

### Meals

- Typically only one main dinner is provided by MIT SWE
  - Approximately \$25-\$30 per person
  - Remember tax exempt form
- Conference has lunch provided on Thursday, Friday, and Saturday
- May consider covering dinner Wednesday night if arriving early