

NATIONAL ORDER OF THE ARROW CONFERENCE



# CONTINGENT LEADER PRIMER

EDITION 1.0 | RELEASED APRIL 2024





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## CONTINGENT PLANNING

### INTRODUCTION

The Contingent Leader Primer contains key planning information for lodge contingents to attend NOAC 2024. This primer compliments the [Contingent Registration Primer](#) released in fall 2023 which included initial planning guidance for contingents, which can be accessed here.

This guide provides contingent leaders information on the conference including major planning milestones for contingents, planning resources, housing, dining, travel, parking, health and safety, and contingent arrival information. Youth and adult contingent leaders and the lodge key 3 should review this guide in detail to continue planning for their lodge's participation at NOAC 2024.

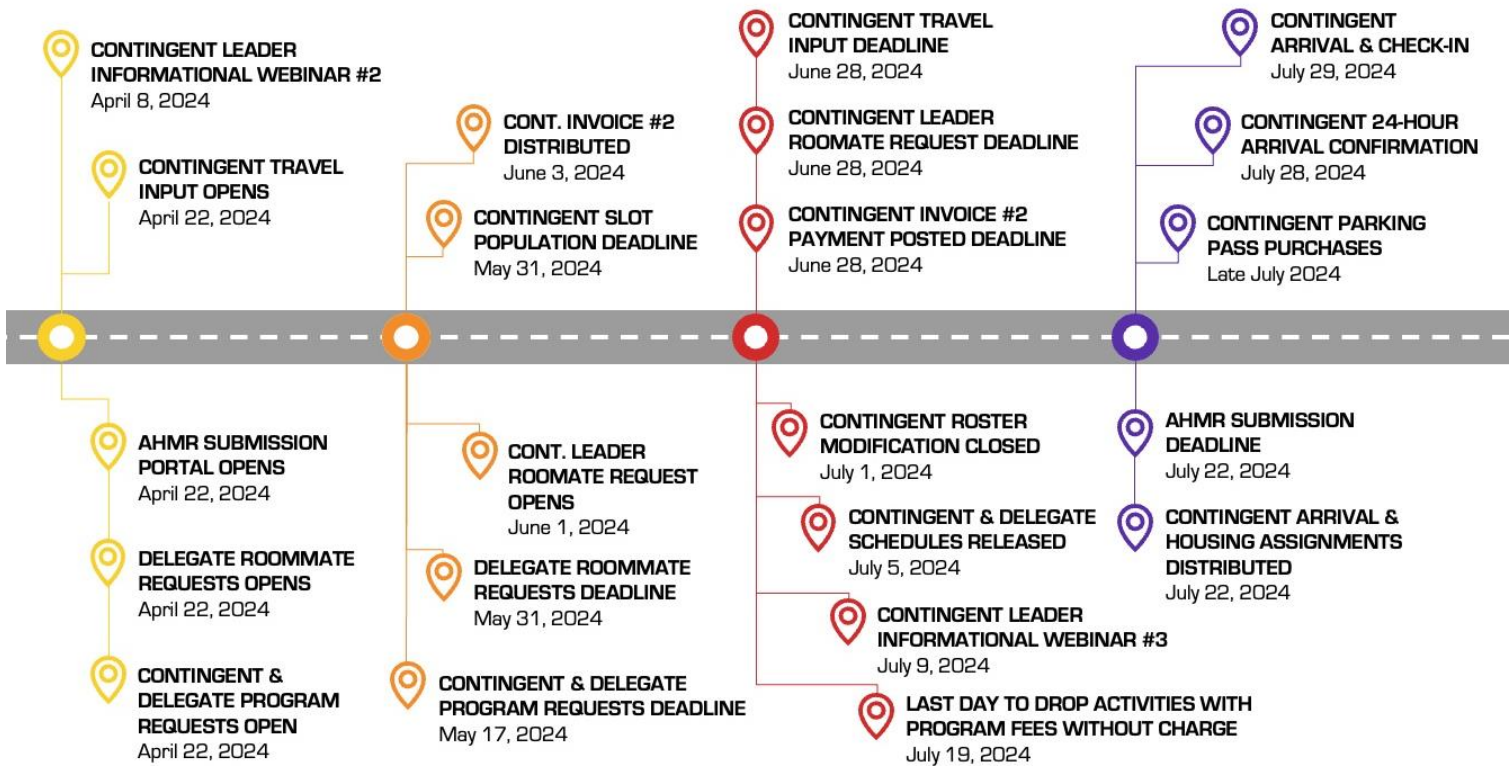
### CONTINGENT LEADER RESOURCES

All youth and adult contingent leaders should familiarize themselves with the below resources and make frequent use of them in their contingent planning process.

RESOURCE	DESCRIPTION
<a href="#">Conference Website</a>	The NOAC 2024 website, <a href="https://noac.oa-bsa.org">noac.oa-bsa.org</a> , is filled with conference news, frequently asked questions, program updates, travel information, and promotional resources. The conference website provides the latest conference details and will be frequently updated throughout the conference planning process.
<a href="#">Contingent Management Dashboard</a>	The contingent management dashboard is accessible in the National Order of the Arrow Event Registration System ( <a href="#">NOAERS</a> ) and allows contingent leaders the ability to add to and assign their contingent delegate counts, monitor compliance and billing, and input key contingent information such as travel, roommate requests, program schedule planning, etc.
<a href="#">Contingent Concierge</a>	<p>Contingent concierges are members of NOAC staff and support contingent leaders throughout the registration, check-in, and conference program. Contingent concierges are often past contingent leaders who have been trained to work with contingents to help maximize their conference experience by providing one-on-one support to proactively address issues and seek answers.</p> <p>Contingent concierges receive information on all aspects of the conference administration and program and are the first line of support for a contingent leader.</p>

<p><b>Concierge General Inbox</b></p>	<p>The concierge inbox is a resource for all contingent leaders to submit technical assistance requests and general contingent management questions. In addition to each contingent’s assigned concierge, contingent leaders are welcome to message the general inbox at <a href="mailto:concierge@oa-bsa.org">concierge@oa-bsa.org</a>.</p>
<p><b>Trail Marker (Contingent Leader Newsletter)</b></p>	<p>Trail Marker is the conference newsletter specifically designed for Contingent Leaders. These communications launched in the fall of 2023 and will increase in frequency in spring 2024. They include key reminders, upcoming deadlines, and an opportunity to communicate the latest conference plans. A repository of previous versions of the Trail Marker can be found <a href="#">here</a>.</p>
<p><b>Contingent Registration Primer</b></p>	<p>The Contingent Registration Primer was released in fall 2023 to help lodges with their initial contingent planning to attend NOAC 2024. The guide contains key information on the conference overview, key dates and resources, conference fees and billing, travel, and conference policies. The Contingent Registration Primer can be found <a href="#">here</a>.</p>
<p><b>Program Registration Guide</b></p>	<p>The Program Registration Guide contains detailed program and training information for delegates, contingents, and staff at NOAC 2024. The Program Registration Guide will be posted to the NOAC website in early April 2024.</p>

**KEY CONTINGENT PLANNING DATES**



## CONTINGENT MILESTONES &amp; TIMELINE

ACTIVITY	DESCRIPTION
Populate Contingent Slots	<b>OCTOBER 2, 2023 – MAY 31, 2024</b>   Assign delegate slots to members of the contingent. Upon assignment, an automated email prompts the delegate to login and populate their individual registration profile. Contingent leaders may also “clear” slots if any contingent members are replaced by another lodge member. Modifications can be made with restrictions and penalties until May 31 [see below].
Delegate Registration Profiles Completed	Contingent leaders and delegates login to <a href="#">NOAERS</a> to complete all information on the “General” & “Event” tabs. Additional information will be solicited beginning April 22, 2024. Delegates are encouraged to complete these questions by May 31, 2024.
Contingent Leaders Request Trainings & Activities of Interest for the Contingents	<b>APRIL 22 – MAY 17, 2024</b>   Contingent leaders may sign up the contingent to participate in activities such as ceremonies and athletic competitions. Additional details of program offerings will be available in the Program Registration Guide available, which will be posted to the NOAC 2024 website in early April 2024.  Contingent leaders are encouraged to add delegate(s) to the contingent activity teams (where applicable) between April 22 and May 17 to ensure accurate schedules.
Delegates Request Trainings & Activities of Interest for their Schedule	<b>APRIL 22 – MAY 17, 2024</b>   Delegates may select preferred training and activities within <a href="#">NOAERS</a> . Delegates are encouraged to complete this step before May 17. These requests will be used to create an individualized program schedule in early July. Any delegate who does not submit requests will be able to build a schedule based on remaining open seats in training and activities beginning in early July.
Delegates Input Roommate Requests	<b>APRIL 22 – MAY 31, 2024</b>   Delegates, if enabled by the contingent leader, can provide a requested roommate within <a href="#">NOAERS</a> . Delegates will only have access to other members of the contingent listed on the roster who do not violate any youth protection standards. Contingent leaders should not modify requests at this time as delegates can “undo” changes.
Contingents Input Travel & Arrival Information	<b>APRIL 22 – JUNE 28, 2024</b>   Contingent leaders must submit the contingent's travel arrangements via <a href="#">NOAERS</a> by June 28, 2024. Whether the contingent is arriving by plane, train, bus, personal vehicle, rental vehicle, or a combination of travel methods, contingent leaders must account for each contingent delegate's travel plans. This process will also allow contingent leaders to request airport shuttle service if needed.
Delegates Submit Annual Health and Medical Records (AHMR)	<b>APRIL 22 – JULY 22, 2024</b>   Delegates submit their Annual Health and Medical Records via a secure portal. The link to the secure portal will be available via <a href="#">NOAERS</a> . Access to the secure portal for uploading AMHR will be shared in the spring 2024. No other type of medical form will be accepted. Delegates will complete sections A& B online and upload a signed copy of Part C.  An AHMR is valid through the end of the 12th month from the date it was administered. For NOAC 2024, the medical examination must have been performed by a licensed practitioner after August 1, 2023.

<p><b>Contingent Late Roster Modifications</b></p>	<p><b>JUNE 1 – JUNE 28, 2024</b>   Given the conference sell-out, we do not expect to be able to accept any late roster additions. However, if a situation arises where this is applicable a \$50 late fee will apply for any new contingent delegate slots created after May 31. Any additions, modifications, or removals from the contingent must be requested by email to <a href="mailto:concierge@oa-bsa.org">concierge@oa-bsa.org</a>. Delegates added after May 17 will not have access to request program activities.</p>
<p><b>Roommate Requests Reviewed by Contingent Leader</b></p>	<p><b>JUNE 1 – JUNE 28, 2024</b>   Contingent leaders have access to add, modify, or remove any contingent delegate requested roommates. Delegates will not be able to make any changes individually after May 31. Conference staff will use these requests in the housing assignment process for the contingent. Contingents who do not request roommates will have assignments made at random within youth protection standards. Final roommate assignments will be based on bed availability and configuration from the university. However, contingent roommate requests count strongly and in most cases are honored.</p>
<p><b>Contingent Rosters Modifications Closed</b></p>	<p><b>JULY 1, 2024</b>   Contingent rosters are closed to all changes including new additions. Any cancellations beginning on this date will result in the full forfeiture of the conference fee.</p>
<p><b>Contingent &amp; Delegate Training &amp; Activity Schedules Released</b></p>	<p><b>JULY 5 – AUGUST 1, 2024</b>   Contingents and delegates receive their individual program schedules based on the training and activities requested. Delegates and contingent leaders may make modifications to schedules based on availability of programs in <a href="#">NOAERS</a>. The individual schedule editing process is ongoing and can be done at any time after the schedule is released. As such, activity and session availability may vary leading up to the conference. After schedules are released, contingent leaders will be provided with any “activity specific” information for distribution to their contingent. These may include deadlines for specialized waivers or dress policies for certain activities.</p>
<p><b>Activity Fee Billing &amp; Payments</b></p>	<p><b>JULY 5 – JULY 19, 2024</b>   Activity-specific fees will be assessed to contingent and individual accounts. Contingents and delegates will be notified to login to <a href="#">NOAERS</a> and directly submit payment by credit card. Any contingent or delegate who does not pay incidental fees is subject to being dropped from the activity.</p>
<p><b>Contingent Arrival Instructions &amp; Housing Assignments Distributed</b></p>	<p><b>JULY 22, 2024</b>   The contingent specific information regarding housing assignments, arrival window, and check-in location will be distributed to contingent leaders. This will allow contingents and delegates to familiarize themselves with their housing location and provide any specific pick-up or drop-off addresses for transportation services such as contingent arranged buses.</p>
<p><b>Purchase Parking Passes</b></p>	<p><b>JULY 22, 2024 – JULY 29, 2024</b>   Contingents who plan to park at CU Boulder will be required to purchase parking passes. Recommended parking locations will be communicated in the Contingent Arrival Instructions. Vehicle information will be required and can be edited. Additional information, including the cost of the permit, is located in the Contingent Travel &amp; Parking section.</p>
<p><b>Arrival at NOAC 2024</b></p>	<p><b>JULY 29, 2024</b>   Contingents arrive and check in for a conference filled with memories to last a lifetime!</p>



# THE CONFERENCE EXPERIENCE

## CONTINGENT HOUSING

Delegates will be housed in residence halls throughout the University of Colorado. Approximately 2,000 delegates will be housed in Central Campus and 3,000 delegates in Williams Village.

We anticipate delegates to stay in Cheyenne Arapaho Hall, Cockerell Hall, Crossman Hall, Farrand Hall, Hallett Hall, Libby Hall, Sewall Hall, Willard Hall, Williams Village East, Williams Village North, Stearns Towers (West & East), and Darley Towers (North & South). Housing assignments will be communicated to contingent leaders on July 22, 2024, via email.



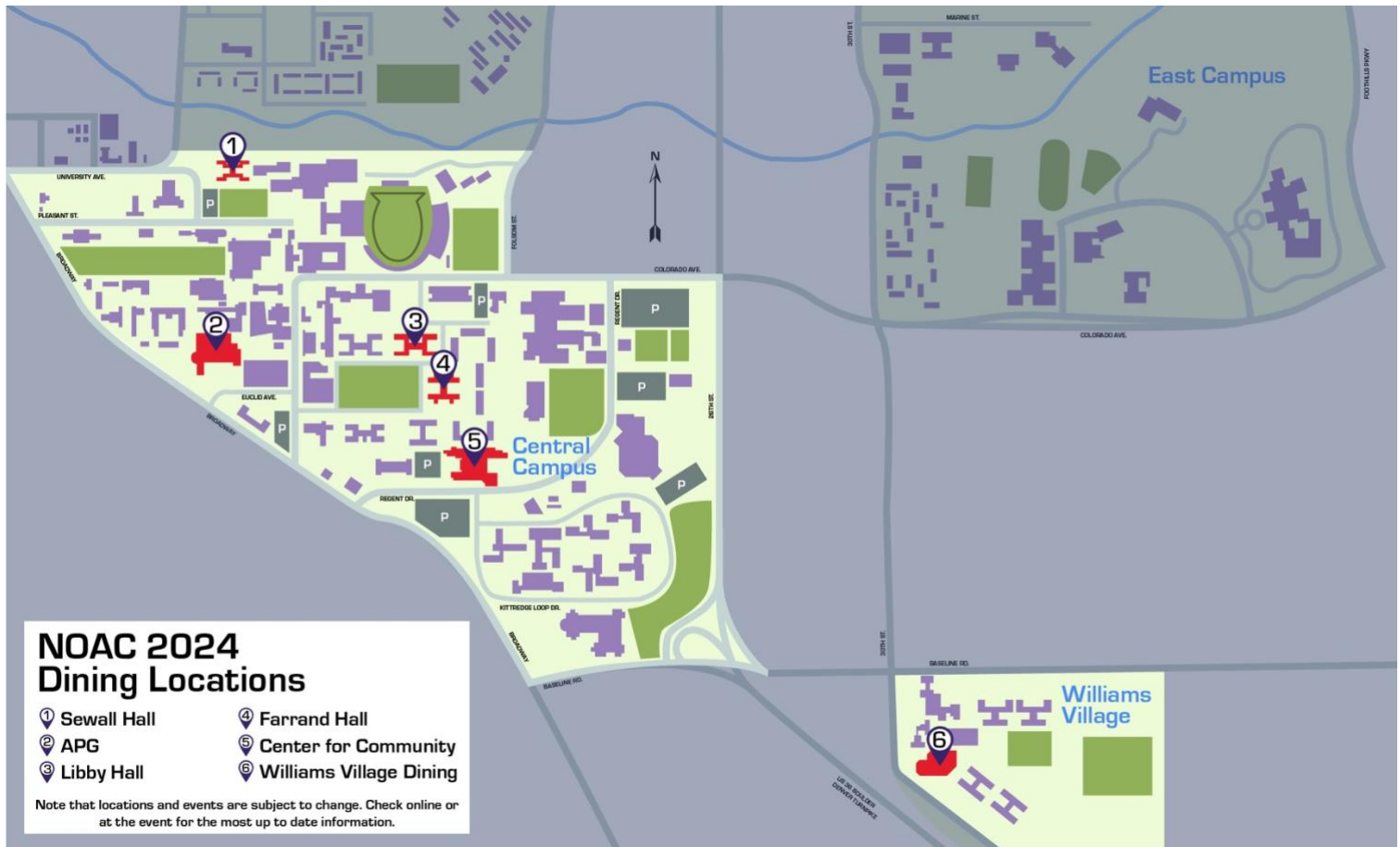
ELEMENT	DESCRIPTION
<b>Contingent Room Assignments within Residence Halls</b>	<p>Individuals in the same contingent will be assigned rooms within the same residence hall and within proximity to their contingent adult leadership.</p> <p>In the case of large contingents or contingents with multiple age or gender groups, the contingent rooms may be split across multiple floors. In this instance, adult contingent leadership will be near all contingent rooms on each floor.</p> <p>Given the conference sell-out, we will room individuals from different contingents together to optimize space, as needed.</p>
<b>Linen and Bedding</b>	<p>The university will provide each delegate with a fitted sheet, flat sheet, pillow, pillowcase, wash cloth, and two towels. Rooms that have air conditioning will also be provided a blanket. Emergency towel and linen exchange will be available at the front desk of each residence hall.</p>
<b>Bed Height &amp; Adjustments</b>	<p>Bed frames in each on-campus room will be set to 35" high. If a delegate has a medical or mobility restriction that requires a bed at a lower height, that should be indicated in the individual's <a href="#">NOAERS</a> profile and evidence may be requested.</p>
<b>Special Housing Requests</b>	<p>If any delegates have the need for special medical support or consideration, delegates should make those needs known in their <a href="#">NOAERS</a> online profile, so accommodations can be coordinated. Every effort will be made in advance to provide resources and accommodations for Scouts and the conference cannot guarantee that last-minute arrangements for special needs can be accommodated.</p>
<b>Laundry Services</b>	<p>Every on-campus dorm has laundry facilities within the building. There is no charge to use the facilities, however any detergents will need to be provided by individuals and are not available on-campus.</p>
<b>Housing Aligned with Guide to Safe Scouting</b>	<p>The NOAC housing team will make all on-campus housing assignments in compliance with Youth Protection guidelines. At times, this may include assigning roommates that are from different contingents. All standard Youth Protection policies will be applied, including not housing youth who are more than 2 years apart in age (based on birth date) and not housing parents with their youth children.</p>
<b>Lost Key &amp; Access Card</b>	<p>Each delegate will be responsible for safeguarding their conference access card. The same card will grant access to the individual's assigned building, dorm room, and be swiped for meals. Lost cards will be available in the front desk or designated housing help location for each hall. Once replaced, lost cards will be deactivated.</p>
<b>Check-Out</b>	<p>All contingents must depart on Saturday, August 3, 2024, by 10 a.m.</p>



## CONTINGENT DINING

Delegates will be assigned a dining location at the University of Colorado that is within proximity of their assigned residence hall. Contingents will all be assigned to the same dining location.

Delegates will have flexibility during lunch to eat at multiple locations, other than the assigned residence hall based on their activities. Friday lunch will be a picnic at the conference festival.



ELEMENT	DESCRIPTION
<b>Contingent Meals Includes</b>	The conference fee includes 14 meals during NOAC 2024. The first meal provided by the conference for contingents will be dinner on July 29. On August 3, breakfast will be provided.
<b>Menus</b>	NOAC menus will be available on the CU Nutrislice website approximately two weeks in advance of NOAC. Nutrislice lists all common allergies and dietary accommodations. To view the menus, click <a href="#">here</a> , click view menus, and search for University of Colorado Boulder.
<b>Special Dietary Needs &amp; Food Allergies</b>	<p>Special dietary needs are a common concern when attending any large function. The Dietary Staff at University of Colorado are very familiar with most special dietary needs. Whether they are for religious, medical, or personal needs, the conference will be able to accommodate most people. More information on dietary accommodations at CU can be found <a href="#">here</a>.</p> <p>If delegates or staff have questions specific to dining you can contact Contingent and Staff Services, at <a href="mailto:conciierge@oa-bsa.org">conciierge@oa-bsa.org</a>. If required, the Contingent and Staff Services team can coordinate a meeting between the delegate and University of Colorado dieticians.</p>

## CONTINGENT TRAVEL &amp; PARKING

ELEMENT	DESCRIPTION
<p><b>Airport Shuttle</b></p>	<p><b>MONDAY &amp; SATURDAY</b>   The conference has chartered shuttles from the Denver International Airport to the University of Colorado that will be available for conference delegates on arrival day, July 29, and departure day, August 3.</p> <p>Contingents planning to use the conference-provided airport shuttle should plan their flights to arrive in Denver between 7:00 a.m. and 4:00 p.m. Travel time between the Denver International Airport and campus is approximately 50 minutes. The first meal provided by the conference will be dinner on Monday, July 29.</p> <p>Departures on August 3 will commence as early as needed for contingents to check-in for departure flights. Airport check-in time, security screening, travel, and load time on the campus for your return trip, will be included in the total amount of time needed for your departure, which will be a minimum of three hours. Please plan your departures flights with these considerations.</p> <p>Contingent leaders are responsible for requesting transportation on behalf of contingent members; only Contingent Leaders are responsible for making shuttle reservations, not individual members of the contingent. If your contingent has members arriving or departing at different times (i.e., different flights), input each travel record separately in the “Travel” section. This is accessible from your Contingent Management Dashboard via <a href="#">NOAERS</a> beginning April 22, 2024.</p> <p>The airport shuttle is \$30 per person each way or \$60 round trip. All travel fees will be billed to contingent councils via invoice.</p> <p>The shuttle provider allows you to bring up to two suitcases of no greater than 50 lbs. or 62 linear inches and one carry item which must be able to fit under your seat or in the compartment overhead. Oversized bags, larger than 62 linear inches, cannot be accommodated on shuttles.</p> <p>Prior to NOAC a Transportation team member contact and a cell phone number will be provided in the event you have a travel disruption or need further assistance upon arrival.</p> <p>Additional NOAC shuttle information will be sent in advance of your arrival.</p>
<p><b>Amtrak Shuttle</b></p>	<p><b>MONDAY &amp; SATURDAY</b>   The conference has chartered shuttles from the Denver Union Station to the University of Colorado that will be available for conference delegates on arrival day, July 29, and departure day, August 3.</p> <p>Contingents planning to use the conference-provided train station shuttle should plan their trips to arrive in Denver between 7:00 a.m. and 4:00 p.m. Travel time between the Denver Union Station and campus is approximately 60 minutes. The first meal provided by the conference will be dinner on July 29.</p> <p>Departures on August 3 will commence as early as needed for contingents to check-in for departure trips. Train check-in time, travel, and load time on the campus for your return trip, will be included in the total amount of time needed for your departure, which will be a minimum of three hours. Please plan your departures flights with these considerations.</p>

	<p>Contingent leaders are responsible for requesting transportation on behalf of contingent members; only Contingent Leaders are responsible for making shuttle reservations, not individual members of the contingent. If your contingent has members arriving or departing at different times (i.e., different trains), input each travel record separately in the “Travel” section. This is accessible from your Contingent Management Dashboard via <a href="#">NOAERS</a> beginning April 22, 2024.</p> <p>The train shuttle is \$30 per person each way or \$60 round trip. All travel fees will be billed to contingent councils via invoice.</p> <p>The shuttle provider allows you to bring up to two suitcases of no greater than 50 lbs. or 62 linear inches and one carry item which must be able to fit under your seat or in the compartment overhead. Oversized bags, larger than 62 linear inches, cannot be accommodated on shuttles.</p> <p>Prior to NOAC a Transportation team member contact and a cell phone number will be provided in the event you have a travel disruption or need further assistance upon arrival.</p> <p>Additional NOAC shuttle information will be sent in advance of your arrival.</p>
<p><b>Campus Parking Permits</b></p>	<p>All parking at the University of Colorado Boulder requires a parking permit. Parking permits will cost \$20.00 for the entire conference or \$10.00 per day for standard sized vehicles.</p> <p>Parking permits will be available for purchase beginning in July 2024 from a special university parking website setup for NOAC. Contingents and individuals should purchase parking permits for the lot nearest their housing assignment. Recommended lots will be communicated in the Contingent Arrival Information. Permits are valid for a specific lot and are not general “park anywhere” style permits. Housing assignments will be distributed on July 22, 2024, and the special university parking website will be distributed in July.</p> <p>If the contingent is renting vehicles in the days leading up to the conference, parking permits may be purchased in advance to “hold your spot” and then edit the permit details once your rental vehicle make, model, and license plate are known.</p> <p>All parking permits at the University of Colorado Boulder are based on the license plate of the vehicle and no permits will need to be printed.</p> <p>Each parking permit allows access to one parking spot. If the contingent brings a trailer for example, the trailer will also need a parking permit, even if it remains attached to a vehicle.</p>
<p><b>Vehicle Insurance</b></p>	<p>All vehicles must be covered by automobile liability insurance with limits that meet or exceed the requirements of the state in which the vehicle is registered. It is recommended, however, that coverage limits are at least \$100,000.00 combined single limit. Any vehicle designed to carry ten or more passengers should have a limit of \$1,000,000.00. For insurance information refer to the Insurance section in the <a href="#">Guide to Safe Scouting</a>.</p>

<p><b>Vehicle Drivers</b></p>	<p>All drivers must have a current valid driver's license and must be 18 years of age or older drivers are prohibited. Driving time is limited to a maximum of 10 hours in one 24-hour period, regardless of drivers available.</p> <p>Frequent breaks are required, including rest, food, and recreation. Do not drive when distracted or drowsy. If trucks are used, passengers may only ride in the cab. The use of 15-passenger vans manufactured before 2005 are prohibited. The relevant policy from the Boy Scouts of America can be found <a href="#">here</a>.</p>
<p><b>Emergencies During Contingent Travel</b></p>	<p>In case of serious injury or illness enroute to or from the 2024 conference:</p> <ol style="list-style-type: none"> <li>1. Take care of injured or sick person(s).</li> <li>2. Make sure all other personnel are safe.</li> <li>3. If necessary, get local emergency help. Inform local law enforcement officers in the event of an accident.</li> <li>4. After taking these steps, gather the information indicated in steps 4 and 5. (Before you leave home, make sure you have emergency phone numbers for all your contingent members.)</li> <li>5. Notify your local BSA council by telephone. (The council should notify the parents or spouse of the injured delegate as soon as possible.) <ol style="list-style-type: none"> <li>a. Be prepared to provide the following information: Contingent housing location, your name and leadership position, location of accident (nearest town, highway, etc.), hospital name and location, name(s) of those ill or injured, nature of illness or injuries, action taken – location of ill or injured and current condition, name of physician and telephone number, telephone number where a responsible leader in your group can be reached, local law enforcement officers involved and the name of the officer in charge.</li> </ol> </li> <li>6. When available, notify your contingent concierge by telephone. Your contingent concierge will assist you in coordinating alternative arrival plans as needed.</li> </ol>

## CONTINGENT HEALTH &amp; SAFETY

ELEMENT	DESCRIPTION
<p><b>Annual Health and Medical Record (Medical Forms)</b></p>	<p>All conference delegates must submit a valid BSA Annual Health and Medical Record (AHMR) no later than July 22, 2024. New this year, AHMR forms will be submitted in advance of the conference, via a secure medical records portal. The link to access the secure portal will be visible to delegates in <a href="#">NOAERS</a>. The dashboard will also indicate if the form has been completed and the review status with the NOAC medical team. Any unsubmitted medical forms will register as a check-in issue visible to the Contingent Leader. The secure medical records portal will open on April 22, 2024.</p> <p>The complete BSA AHMR forms can be accessed here. During submission, delegates will fill out form fields for Parts A &amp; B and will upload a signed PDF of Part C. A completely uploaded A, B, &amp; C form will not be accepted in lieu of the form fields.</p> <p>Only the BSA AHMR Part C upload will be accepted. Part C of the AHMR is valid through the end of the 12th month from the date it was administered. For NOAC 2024, the medical examination must have been performed by a licensed practitioner after August 1, 2023.</p> <p>Contingent leadership is encouraged to maintain paper copies of each delegate's BSA AHMR during the conference and while traveling to and from the NOAC.</p>
<p><b>AHMR Submission Process</b></p>	<p>Beginning on April 22, 2024, delegates will have access to the AHMR submission portal. The submission process begins on each delegate's dashboard, on the "Event" tab. Delegates will click a secure, unique link to their portal.</p> <p>Once in the submission portal, delegates complete Part A&amp;B as online forms. Part C is uploaded via a document upload form. Once complete, the AHMR will be reviewed by the medical team. <a href="#">NOAERS</a> will indicate the review status as either "Pending", "Needs Revisions" or "Accepted." A check-in issue will display if the medical form is not "Accepted" by the medical team.</p>
<p><b>On-Site Medical Clinic</b></p>	<p>The NOAC Medical Clinic is staffed with trained medical professionals and open 24/7 during the conference. The medical clinic is located in Kittredge West Residence Hall, 1st Floor. Signage will direct you in!</p> <p>The medical team responds to any acute needs that arise and cannot be handled by the Contingent Leader or need additional support. Roving teams of EMTs and paramedics will also be present at key events and special activities.</p> <p>In addition, new for NOAC 2024, NOAC Medical will offer limited Listening Ear mental health services. These are limited and any major mental health concerns will be referred to a local provider.</p>
<p><b>Medical Related Questions</b></p>	<p>Any medical questions can be sent to: <a href="mailto:noac-medical@oa-bsa.org">noac-medical@oa-bsa.org</a> and the medical team will do their best to answer them as timely as possible. Technical questions regarding AHMR submission will be handled by <a href="mailto:concierge@oa-bsa.org">concierge@oa-bsa.org</a>. All AHMR forms will be reviewed prior to NOAC to make the check in as seamless as possible. If any corrections or clarifications are required, NOAC Medical will reach out and you can return to the submission portal to update your AHMR.</p>



## CONTINGENT ARRIVAL & CHECK-IN

### REQUIREMENTS TO CHECK-IN

The 2024 contingent check-in experience has been designed to enable your contingent to begin experiencing the conference as soon as possible upon arrival. Contingent check-in will take place at your assigned residence hall and is designed to be a streamlined process for contingents who have completed the required prerequisite check-in requirements. Contingents who do not complete the required prerequisite check-in actions should anticipate significant delays and will be required to complete additional steps prior to being able to check-in.

REQUIREMENT	DESCRIPTION
Medical Forms	<p>Annual Health and Medical Records (AHMR) signed by a doctor, within the valid date range, will be submitted digitally to NOAC prior to arrival via the secure portal link in <a href="#">NOAERS</a> by each delegate. More information about this process will be published closer to NOAC.</p> <p>Contingent Leaders should also have a printed copy of the AHMR for every member of their contingent. Contingent leaders should retain this paper copy during travel.</p>
Clean NOAERS Records	All members of the contingent have addressed any registration issues in their <a href="#">NOAERS</a> profile including having a valid BSA ID, accepted the permissions and releases, and have input emergency contact information. No issues remain on contingent members' profiles. Issues are indicated with a red highlight on the "Members" tab of the contingent dashboard.
Youth Protection Training	All attendees 18 years of age and older must complete the Boy Scouts of America Youth Protection Training course within one year of the last day of the conference. Certificates should be dated August 4, 2023, or later. Contingent leaders and delegates can view if their youth protection training is valid and associated with their NOAC registration within <a href="#">NOAERS</a> . The Youth Protection Training can be completed at <a href="https://my.scouting.org">https://my.scouting.org</a> .
Parking Permits	During check-in, NOAC check-in staff will validate that any contingent planning to park at CU Boulder has purchased accurate parking passes. Any incorrect or incomplete purchases will delay the check-in process.
Contingent Travel Information	Contingent leaders have entered the contingent's travel plans on the travel tab of your contingent's <a href="#">NOAERS</a> profile and it is accurate and up to date with the latest information.
Accurate Contingent Roster	Your contingent roster is not different upon arrival at the conference than what is listed in <a href="#">NOAERS</a> . All roster changes must be managed in advance of the conference and be reflected in <a href="#">NOAERS</a> .

## ARRIVAL INSTRUCTIONS

Your contingent concierge will assist your contingent with a clean check-in process. Contingent leaders can anticipate receiving multiple arrival specific messages prior to your contingent's arrival at check-in which require action.

ELEMENT	DESCRIPTION
<p><b>Contingent Arrival Package</b></p>	<p>By July 22, 2024, Contingent Leaders will receive an email from the Contingent &amp; Staff Services team notifying you of your contingent's residence hall assignment, check-in location directions, suggested parking lot(s), and if your contingent is on target for a streamlined check-in or if you should anticipate being delayed at check-in due to not meeting the conference check-in requirements.</p>
<p><b>Arrival Confirmation</b></p>	<p>24 hours before your contingent's arrival at the conference, contingent leaders will receive an email from the Contingent &amp; Staff Services team asking you for a final confirmation of the contingent roster and if your contingent is on target for a streamlined check-in or if you should anticipate being delayed at check-in due to not meeting the conference check-in requirements.</p>



## THE NOAC EXPERIENCE

### CONTINGENT ON-SITE EXPERIENCE

EXPERIENCE	DESCRIPTION
Contingent Leader Meeting	<b>MONDAY</b>   The Contingent Leader Meeting will take place on Monday evening before the opening show. During the meeting contingent leader on-site responsibilities will be reviewed, any major program updates will be provided, and the conference management & concierge teams will be introduced.
Campus Transportation	<b>ALL CONFERENCE</b>   A NOAC shuttle will run during standard program hours to move attendees across campus, primarily connecting the UMC with the Williams Village area.  Additionally, attendees who have mobility restrictions will be able to request assistance from the NOAC Transportation team to move around campus. Information on how to request this service will be made available at NOAC.
Electric Scooters	The on-campus electric scooters are not sanctioned by the Guide to Safe Scouting and conference attendees should not use them as a method of transportation during the conference.
Shows Seat Ticketing & Assignments	Each delegate will be assigned a specific seat during each of the four thematic shows. Contingents will be sat together but may be sat across multiple rows or across aisles. The Ticketing team will attempt to rotate seating to offer a different view of the show on each night, however this may not be possible for every contingent during every show based on programmatic requirements (i.e. seating by region, etc.).  Seating assignments will be available to each delegate within the NOAC app. Any issues with ticketing can be resolved at the Help Hub that will be available near the CU Events center 1 hour prior to each show.

### DELEGATE ON-SITE EXPERIENCE

EXPERIENCE	DESCRIPTION
Conference App & Social Media	<b>ALL CONFERENCE</b>   Conference delegates are encouraged to bring their smartphone to the conference. Each delegate will be invited to download the conference app in July 2024. The app will include key conference information, campus maps and their individual conference schedule. Conference delegates and staff can stay informed about the latest conference news through social media. We will have dedicated conference social media updates on Facebook, Instagram, and Snapchat. All delegates and staff should follow these channels and check them regularly throughout the conference for information and conference updates.



<p><b>Ascent, The Conference Wide Game</b></p>	<p><b>ALL CONFERENCE</b>   Delegates will have the opportunity to play the conference-wide game ('Ascent') that will reward delegates for making the most of their NOAC experience by exploring activities and making new friends from across the country.</p> <p>Participating in the conference wide game is the only way for delegates to track progress toward earning the conference participation award. Delegates will also be able to compete for limited-edition memorabilia and unique experiences throughout the conference.</p> <p>In July, Arrowmen will receive additional details about the game and how to complete their profile. Delegates should fill out their profile prior to leaving for the conference, and younger Arrowmen are encouraged to build their profile with the help of a parent or guardian.</p> <p>While the Ascent app will be the primary way to access the game, there will also be options for Arrowmen to participate without a smartphone if they will not have one with them.</p>
<p><b>Conference Help Hub &amp; Prize Center</b></p>	<p><b>ALL CONFERENCE</b>   Throughout the conference, contingent leaders and delegates are encouraged to utilize the Conference Help Hub in the Aspen Room at the University Memorial Center. The conference's help hub serves as a one-stop-shop, staffed by trained staff members, who can answer questions and solve many of the challenges delegates might encounter.</p> <p>The Help Hub will also house the Ascent Prize Shop throughout the week, where delegates can redeem the points they've earned in the conference-wide game for great prizes, including unique experiences and memorabilia.</p>
<p><b>Lost &amp; Found Items</b></p>	<p><b>ALL CONFERENCE</b>   Any lost items found will be available at the conference main Help Hub throughout the conference.</p>
<p><b>Activity Waivers</b></p>	<p>For select program activities, an activity-specific waiver may be required for delegates to participate. Contingent leaders will be provided a list of any delegate(s) who need an activity-specific waiver completed in July by their Contingent Concierge. Copies of the activity-specific waivers will be provided.</p> <p>Delegates who do not have a completed activity-specific waiver will be unable to participate in the corresponding activity.</p>
<p><b>Conference Dress Code</b></p>	<p><b>ALL CONFERENCE</b>   The full Scout uniform is only required at evening shows. A full Scout uniform includes Scout shorts, trousers or skirt, shirt or blouse, belt, socks, and Order of the Arrow Sash. For breakfast, lunch, training sessions, daytime and evening activities and events, delegates and staff may wear a conference, OA, or Scout t-shirt or golf shirt with Scout shorts, skirt, or trousers during the conference.</p>

## SUGGESTED DELEGATE PACKING LIST

Below is a list of recommended items for each delegate to bring to the conference. Contingents will need to bring their program specific items if participating in certain activities such as ceremonies.

- Scout field uniform for evening shows (official Scout uniform shirt, a Scouting belt, Scout pants or shorts, Scout socks, and OA sash)
- Scout activity uniform for daytime training and program activities (Scout shirt, a Scouting belt, Scout pants or shorts, and Scout socks)
- Scout hat or cap
- Breathable clothing for cool evenings and warm days
- Closed-toe walking shoes and shower shoes
- Toiletries such as toothbrush, toothpaste, shampoo, deodorant, shaving needs, com/brush, and soap
- Rain jacket
- Jacket
- Shorts and long pants
- Socks and underwear
- Sleeping garments
- Laundry bag
- Day pack
- Camera
- Flashlight, batteries
- Sunglasses, sunscreen, and medications
- Smartphone or tablet to access conference app, required charging cables
- Water bottle
- Activity-specific waivers
- Medical form - BSA AHMR Parts A, B, & C (collected by contingent leader)
- Trading patches
- Photo ID for travel (such as airport check-in)
- Notebook and pen

## CONTINGENT PRE & POST ADVENTURE AT PHILMONT SCOUT RANCH

Philmont Scout Ranch is pleased to offer lodge contingents a pre/post-conference adventure in Cimarron, NM. Lodges may choose from a 3-day conservation adventure, a 2-day backcountry adventure, a basecamp overnight, or a post-NOAC overnight adventure. For program information, please click [here](#). To register, please contact [Amanda.Martinez@scouting.org](mailto:Amanda.Martinez@scouting.org).

