

## NC ASSOCIATION OF SOIL AND WATER CONSERVATION DISTRICTS 2025 Annual Meeting

**To:** District Supervisors, Partners and Friends  
**Re:** Registration for the 81<sup>st</sup> Annual Meeting of the  
North Carolina Association of Soil and Water Conservation Districts  
Sheraton Imperial Hotel and Convention Center  
Durham, North Carolina  
January 5-7, 2025

I would like to invite everyone to the 80<sup>th</sup> Annual Meeting of the North Carolina Association of Soil and Water Conservation Districts. For complete meeting information, please visit the website – <https://www.ncagr.gov/divisions/soil-water-conservation/district-supervisors/professional-development/upcoming-events#NCASWCDAnnualMeeting-2723>. Below are a few details to help you with travel plans and registration:

1. **The Sheraton Imperial Hotel and Convention Center** is the ideal site for the meeting and the facility can accommodate our crowd of 500 people. The hotel has provided rooms at the rate of \$139 per night plus tax. The cutoff date for this rate is December 11<sup>th</sup> (as long as rooms remain available in the block). Your reservations can be made online – [Book your group rate for North Carolina Association of Soil & Water Conservation 2025](#).
2. The **registration form is available online**. Please complete the registration form indicating the activities you plan to attend and submit; please note separate tickets must be purchased for guests. Additional detailed instructions on completing this form are attached. In addition to payment by check, we are offering online payments by credit card (*through PayPal – you do not have to have a PayPal account to take advantage of this payment option*). **Please note, the Executive Committee has determined that where online registrations are not confirmed with payment by December 8 (for checks, postmark date), registrations will be cancelled (excluding registrations that are expected from government check or payment)**. The Executive Committee has determined that all attendees (except spouses, guests of the NCASWCD, and other visitors) will be expected to pay registration fees. The pre-registration deadline is December 10, 2024.
3. **Pre-registration is \$130.00** before December 10, 2024. **Late registration will be \$160.00** on or after December 10, 2024; those that register on or after December 9 will be offered the option to register online and pay by credit card, or register at the meeting site and make payment at the registration desk. Two special registration packages are offered for 2025; **REGISTRATION PACKAGE for \$345.00** will include registration fees and five meals – one breakfast, two lunches, and two dinners. Meals will include the Supervisors' Breakfast, the Conservation Awareness Luncheon and the Conservation Education Awards Dinner on Monday; and Tuesday's DEA Luncheon and NCASWCD Banquet. **For those that wish to purchase meals individually, Supervisors will only be reimbursed at state rates for separate meals.** Late fees are not reimbursable.
4. In 2025, **Basic Training for Soil and Water Conservation District Supervisors** will be offered as an optional opportunity on Saturday before the conference. Please select this option on the registration form if you wish to participate. Basic Training is a one-time requirement for all district supervisors and offers 6.0 hours of Supervisor Training Credits.
5. If you are submitting registration forms for more than one person, please submit these separately. Each registration packet at the meeting will be under the registered attendee's name.
6. Refunds will be granted for requests received by January 1, 2025 (a cancellation form is available on the website; please fill this out, print and return by email to the address listed on

the form). Refund requests received after January 1 will require approval by the NCASWCD Executive Committee for emergency situations; please contact Kristina Fischer (910.352.7771) as soon as possible if you know you will not attend the meeting; adjustments may be made to the meal count numbers for the hotel. All refunds will be paid after the 2025 Annual Meeting.

**I hope to see you at the 81<sup>st</sup> NCASWCD Annual Meeting.**



Billy Kilpatrick  
NCASWCD President 2024

**REGISTRATION INSTRUCTIONS:**

1. Visit the Annual Meeting website - <https://www.ncagr.gov/divisions/soil-water-conservation/district-supervisors/professional-development/upcoming-events#NCASWCDAnnualMeeting-2723>
  2. Click the "Online Registration" link (fourth bullet on the main screen)
  3. Fill out registration information – items marked with an \* are required
  4. After reviewing items to be submitted, click the "Submit" box at the bottom of the screen
  5. The message "Thank you for registering" will display
  6. A confirmation email will be sent to the email address you provided
  7. Two options for payment are available for 2025:
    - a. Payment by credit card using PayPal
      - i. follow the button provided on the registration confirmation page
    - b. Payment by check
      - i. print two copies of the email invoice (one copy for your files and one copy to return with payment)
      - ii. mail a copy of the email invoice to the address listed:  
NCASWCD – Annual Meeting  
P.O. Box 27943  
Raleigh, North Carolina 27611
      - iii. payment should be mailed within 7 days of registering online, and postmarked by December 8 to avoid cancellation
  8. Questions???
- Contact Kristina Fischer at 910.352.7771