

Hello wonderful KUNA advisors!

Below are some quick logistical facts and tips to ensure a smooth and enjoyable KUNA experience.

**Meals:**

- Students and advisors will need to plan for the following food/drink, not covered by the Y:
- First night dinner – We suggest \$10 for a la carte items, or \$15-20 for restaurant
- First morning breakfast – We suggest \$10 for a la carte items, or \$15 for restaurant
- Students snacks -- may be brought to hotel rooms, or purchased at hotel snack stands
- Starbucks will be available during certain times of the conference. Please inform students that if they are in line and a session is beginning we will ask them to leave line.
- IMPORTANT NOTE: due to health code regulations, outside food cannot be eaten in the hotel's lobby, hallways, or meeting spaces. All outside food must be eaten in sleeping rooms. We will have to kindly ask you to move your meal if it is in a public hotel space.
- PLEASE DO NOT BRING PEANUT/NUT PRODUCTS into the hotel (including student snacks). We are a peanut/nut free conference.

**Arrival/Departure and Parking:**

- Please read carefully all communications in the main email regarding arrival and departure for school buses and individual cars, as well as moving of Global Village display items into and out of the hotel.
- Buses should unload at the second street entrance. Students should unload quickly so that the next bus can pull up.
- On the final day buses may not wait on second street for long periods of time if the school is not ready to leave. This will block second street and is unable to occur. If a bus arrives early and the school is not yet ready they must circle the area. Once dismissal is occurring schools should head straight to their bus and load quickly in order for second street to keep moving. PLEASE DO NOT LOAD ANYWHERE OTHER THAN SECOND STREET AS THIS IS THE SAFEST PLACE!
- It is wonderful and appreciated when students leave a small tip for housekeeping upon departure. This is in no way required, but a nice gesture when able.
- If bellhops are assisting you we ask you for to leave them a small tip if able.
- Registered advisors will receive free parking while at the conference. Students and any guests or visitors will need to pay for parking.
- On the final morning parents can park in the parking garage to pick up students but must leave promptly after they have their child in order for more cars to get in. The gate of the garage will be open during this time.
- Global Village displays must be brought through the second street entrance, rather than through the main lobby doors.

### **Luggage and Global Village Storage:**

- Luggage/GV Display storage rooms will be available for students and advisors on the first and final day of KUNA.
- All Global Village items must be broken down on the Second day after the 4:30 General Assembly. If an item came with you, it must also go home with you, especially if it is too large for the trash. If items are left behind after the second day you will not be eligible for a Global Village award and we will remove your school from Premiere Delegation.
- Please keep hotel hallways clear of luggage and GV display items.
- If you have an item in your global village booth that is extremely special to you or someone else, we recommend taking it to your hotel room every night.
- The hotel works very hard to get rooms for schools as soon as possible, but we cannot guarantee rooms will be ready before Opening Session. This is out of our, and sometimes the hotel's, control. We appreciate your patience and understanding with this and ask for you to share this information with all adults attending.
- If we receive A key for your school we will work to get it to you. Once your school has one key we ask for you to take all luggage up to that one room until more keys are available.

### **Adult/Chaperone Responsibilities:**

- You are responsible for your students at all times. In order to ensure their safety at all times please give them spaces where they can and cannot be during free time and meal times. Please limit the spaces they are allowed to be in so that you can know where they are at all times.
- We strongly recommend for you to utilize a parent/guardian pickup form and sign out system if your students will be dropped off/picked up. This allows you to know that everyone has been picked up and is making it safely home.
- We kindly ask for all adults/chaperones to allow the students to make decisions on candidate and resolution votes while at the conference. Though it may be tempting to state your opinion, we want to ensure we are empowering all students to vote the way they desire. If the Y staff learns that an adult/chaperone is influencing votes, awards may be eliminated for your school.
- When completing the award nomination form please only nominate students and schools other than your own, unless it directly asks for you to nominate someone from your school. It is great when schools include their students on the award decision making process.
- We know you have many things to do while at KUNA and want to allow you space to complete work or have conversations if needed. The Marriott Foyer space will be available to you during General Assembly times if you wish to step away. Our assemblies will be streamed on Facebook Live so that you can still watch or listen from afar.

**Important Notes:**

- During evening periods of times stairs will be unavailable to sleeping rooms unless there is an emergency. Y Staff and Marriott Staff will work to get all schools up to their room in an orderly fashion via elevators, but please note there will be a wait.
- As you prepare for KUNA we ask for you to remember that this conference is about empowering students to learn to think on their own. This means that sometimes they will have opinions that differ from our own. It is important that at all times we allow each students to rank and vote in the way they wish to. If we learn of an advisor telling a student how they should rank or vote, Premiere Delegation Status may be removed.