

# NACCAP Fly In/Drive In Etiquette

Accepting a hosted professional development invitation is a privilege that reflects both on you and your institution. To maintain a high standard of professionalism and gratitude, please keep these guidelines in mind:

## 17 Before You Commit

- **Verify Availability:** Ensure the dates work for both you and your school before confirming.
- **RSVP Promptly:** Acknowledge the invitation and confirm your attendance by the stated deadline.
- **Understand Policies:** Some hosts may require a credit card on file to cover costs associated with late cancellations or no-shows.

## Logistics & Travel

- **Follow Guidelines:** Book travel within the host's specified parameters (arrival/departure times, reimbursement caps) and share your itinerary.
- **Cover Extras:** While the host covers essentials, plan to personally fund any room upgrades or additional amenities.

## Engagement & Attendance

- **Be Fully Present:** Attend all sessions, meals, and networking activities. Staying for the duration of the event reflects your respect for the host's investment.
- **Professional Presence:** Adhere to the dress code (typically business casual) and engage actively with fellow attendees.

## After the Visit

- **Share Feedback:** Complete follow-up surveys to help the host improve future programming.
- **Express Gratitude:** Send a personal thank-you note or email following the event.
- **Report Back:** Share your fly-in/drive-in experience with your parents and students, ensuring the community benefits from your insights.