Individuals who are selected to participate in the 2020 Conservation Careers Workshop are entering a professional setting that is offered through the support of NACD, NRCS, and USFS. Participants are required to read, understand, and agree to the terms of the program.

The program includes in-depth sessions to be held February 7–9, 2020 at the NACD Annual Meeting in Las Vegas, Nevada. This is a continuation of a successful program, and we are excited to have a group of motivated and experienced individuals to take part in the 2020 workshop.

Once an offer of acceptance is provided to the top-ranking applicants, and the applicant accepts the admission offer, participants acknowledge their commitment to these terms and full participation in all sessions and activities at the workshop. Participants should arrive to Bally’s Las Vegas Hotel and Casino by 2 PM Pacific on February 7 and depart after 12 PM Pacific on February 9. The agenda for the workshop includes ample and frequent breaks, so it is expected that full attention and participation is given during all activities.

All standard expenses for the workshop are covered, including travel, lodging and meals. Dietary restriction and mobility restrictions will be accommodated for to the greatest extent possible. The following anticipated expenses will be covered:

- Airline travel for all sessions (reimbursed*)
- Ground transport in session locations (reimbursed*)
- Meals during travel (reimbursed*)
- Double occupancy lodging and meals during all sessions
- All training, instruction, and transportation during all sessions
- Participant materials and supplies

*reimbursed with use of official expense form- payment will be sent within 2 weeks of submission of form.

Costs borne by participants: transportation to/from your local airport, parking at your local airport, any personal expenses, including expenses incurred after daily planned session activities are complete.

Instructions on using the standard NACD expense reimbursements form and associated receipts will be provided. Ground transportation information will be provided when flights are confirmed. Participants are responsible for their travel to and from their departing airport.

As a participant of the workshop, participants’ conduct at the NACD Annual Meeting reflects on the integrity of the Conservation Careers Workshop. Participants will present themselves in an appropriate and professional manner and appearance during all events and after-hours activities. The Conservation Careers Workshop organizers expect that participants are well prepared to start each session on time. Attire for the workshop is casual/business casual, and please also be prepared for possible outdoor workshop sessions on February 8th. Please see a reliable weather forecast for the expected conditions during the time period.

Organizers reserve the right to dismiss any class member at any time for conduct that the Conservation Careers Workshop organizers, at its sole discretion, determines to be inappropriate, disruptive, disrespectful or otherwise incongruent with the values and purpose of the program.

For any questions or concerns about these terms, please contact Keith Owen at keith-owen@nacdnet.org.