



Special Interest Group Request for Meeting Space at the NFC A National Convention

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1. **Overview:** The NFC A National Convention is the largest gathering of fastpitch coaches & exhibitors on earth. This four-day event includes expert speakers, drill sessions, networking opportunities, social events, awards, an exhibit show, and much more. The Convention features numerous ways to get better as a coach, whether you are a rookie coach or a seasoned veteran.

The purpose of these guidelines is to outline the process for how Special Interest Groups may request meeting space at the NFC A Annual Convention.

2. **Definition of Special Interest Groups:** Any business, group, industry professional or individual who wishes to conduct a meeting/gathering while at the NFC A National Convention that falls outside of the NFC A scheduled programming
 - 2.1. **Types of Special Interest Groups**
 - 2.1.1. **NFC A Partnership Group:** Any NFC A member whose objective is to discuss issues related to the sport of softball, which may include NFC A professional opportunities, diversity, etc.. Organizers of NFC A Partnership Groups must hold and maintain an active NFC A membership. NFC A Membership definitions can be found by clicking [here](#)
 - 2.1.2. **Outside Group:** A group, association and/or non-profit organization working within softball and/or athletics.
3. **Application Process:** Organizers of NFC A Partnership Groups must hold and maintain an active NFC A membership. Applications from Outside Groups (may be respective colleagues/or allied member organizations or individuals (i.e. LGBTQ Gathering).



The application process and deadline will be posted on the NFCA.org website under Convention guidelines tab. [Click here.](#)

- 3.1. All applications for meeting space must be completed online before the posted deadline.
- 3.2. Meeting space is limited and applications will be evaluated and reviewed on a first-come, first-served basis. All individuals attending special interest meetings must be registered for the NFCA Convention.
4. Approval of Special Interest Groups: All Special Interest Group requests will be reviewed by the NFCA staff. If approved, all meetings must function within the approved designated time block. The NFCA staff has absolute and final determination on the location and time of all meetings and/or functions held during the NFCA Convention, including those held by Special Interest Groups. If there are questions/concerns surrounding the application process, an NFCA representative will follow-up via email, conference call or in person. Each group will be evaluated on a case-by-case basis.
5. Reasons for Denial for NFCA Convention Space: Space within contracted venue(s) is limited.
 - 5.1. The request for time/space interferes with NFCA scheduled attendee programming.
 - 5.2. The group's intention does not align with NFCA core values or purpose.
 - 5.3. The application was received after the posted deadline.
6. Revocation of Approval: The NFCA reserves the right to revoke the approval of meeting space awarded to a Special Interest Group at any time based on the reasons outlined in section 3 of these guidelines or such other reasons as the NFCA Executive Director/NFCA Board of Directors or NFCA staff deem are in the best interest of the NFCA.
7. Meeting Space in Use: If meeting space is approved, the Special Interest Group agrees to submit and execute independent contracts with the NFCA venue to fulfill any meeting room group/needs which may include signage, audio visual, food and beverage, etc.. The NFCA will not be responsible for facilitating these requests.
8. Changes to Meeting Time, Dates, and Location: Once the Special Interest Group has been approved, any proposed changes to meeting time, date, and locations MUST be further approved by the NFCA staff.
9. Sponsorship:
 - 9.1. Meetings/and or functions held by Special Interest Groups may not be sponsored, assigned, sublet or sold without written approval by the NFCA. An event that promotes an unapproved sponsor will be cancelled, and the special interest group will lose ability to participate in the NFCA Convention for a minimum of one (1) year.
10. Promotion of Meetings:
 - 10.1. The use of any NFCA logo or mark shall be prohibited unless prior written permission is granted. [Use of NFCA Logo](#)



- 10.2. The NFCA may, as it deems appropriate, list Special Interest Group meetings on its convention schedule (digital platforms and printed) and provide limited space for onsite signage (when appropriate).
 - 10.3. All promotional materials distributed by group must be approved by the NFCA staff **prior** to the meeting.
 - 10.4. The content of any handouts, flyers or surveys created for the meeting or function must be approved by the NFCA staff **prior** to the meeting.
11. Release and Indemnification: The Special Interest Group must agree that:
- 11.1. It is solely responsible for the conduct and content of the meeting and the NFCA is not liable.
 - 11.2. The NFCA's approval of space is simply an approval and is not an endorsement of the Special Interest Group.
 - 11.3. As a condition of being granted meeting space, the Special Interest Group agrees to abide by the deadline, policies, and procedures of approval and enforcement and agrees to abide by any and all decisions made by the NFCA, staff, representatives or agents.
12. Final Approval: The NFCA Executive Director and NFCA Board of Directors has final review of and authority to determine, all decisions regarding requests for meeting space at the NFCA Convention.