



MARCH 22-25, 2022 · WACO, TX

TAM 2022 Annual Meeting FAQs

General

What are the dates of the 2022 TAM Annual Meeting?

Tuesday, March 22 – Friday, March 25, 2022

Where is the 2022 TAM Annual Meeting?

The 2022 TAM Annual Meeting is taking place in Waco, Texas. Sessions, keynote speakers and exhibitors will be hosted by the Mayborn Museum at Baylor University (Wednesday & Thursday) and the Dr Pepper Museum (Friday) while tours, evening events and other program activities will take place at host organizations throughout the city of Waco.

Mayborn Museum
1300 S. University Parks Drive
Waco, TX 76706

Dr Pepper Museum
300 South 5th Street
Waco, TX 76701

How do I register for the conference?

TAM requires each person attending the Annual Meeting to register individually. This allows us to obtain an accurate count for efficient planning. Registration cannot be shared or transferred, without special arrangements through TAM.. Advance payment is required. Online registration is required via <https://www.texas museums.org/events/tam-2022-waco>. Payment can be made online or by mail; telephone registrations will not be accepted.

What is the host hotel for the conference?

[Courtyard by Marriott Waco](#)
101 Washington Ave
Waco, TX 76701

We hope you will consider staying at the host hotel, as part of the TAM room block. This will help keep the TAM Annual Meeting affordable to all attendees. The TAM room block is available until **February 28, 2022**. Rates are \$149.99/night for single or double occupancy. Rooms are selling quickly, so be sure to book soon! All event shuttles will run between this hotel to event locations only.

VIP rooms are located at the Hilton Waco (located across the street from the Courtyard) for the rate of \$169/night. If your ticket includes a VIP room, TAM staff will make your hotel reservation for you and will send you a confirmation in advance of the conference.

Hilton Waco
113 S. University Parks Drive

How do I make hotel reservations?

Reservations can be made by calling the Courtyard by Marriott Waco at 254-752-8686, using the group name "TAM," or via the following secure web link:

<https://www.marriott.com/event-reservations/reservation-link.mi?id=1632951673933&key=GRP&app=resvlink>

**Please note, rooms in the TAM block at the Hilton are not available for direct booking by conference attendees.*

Can I arrive earlier or stay longer than the conference lasts and still receive the TAM rate at the hotel?

Yes! TAM encourages attendees to arrive early and/or stay after the conference to enjoy the city and attractions in Waco. When booking your room at the Courtyard by Marriott Waco, you may reserve your stay for up to 3 days prior and 3 days after the conference dates and receive the TAM rate for the full length of your stay. You will not have to move rooms if you book nights before/after the TAM conference dates. If you have trouble reserving your extra nights through the Marriott online link above, please call the hotel directly for assistance at 254-752-8686.

If your ticket includes a room in the VIP block at the Hilton, please contact TAM staff to notify us of which nights you need to add on to your room reservation. TAM staff will notify the Hilton that your stay will be extended so you will not have to move rooms. Additional nights outside of the March 22-24 room block must be paid for separately by the occupant.

What is the schedule for the Annual Meeting?

Annual Meeting events will begin on the afternoon of Tuesday, March 22 with Pre-Conference Tours and the Opening Night Evening Event. The conference will end on Friday, March 25. The preliminary Schedule At A Glance is available [here](#). More details will be published on the [TAM website](#) as they become available.

What is the dress code at the conference?

The conference has no specific dress code. The attire for most attendees will be business casual to business. Please note that some evening events and tours will be held outside and/or will involve walking between host organizations, so please plan accordingly (bring comfy shoes!). Conference break out sessions and keynotes will be held indoors at the host museums. However, the indoor AC might make it chilly at times for some, so we encourage you to bring a light sweater, just in case.

Are meals included?

In an effort to keep additional or out-of-pocket expenses low for attendees, meals are provided, including continental breakfast before sessions begin, box lunches and heavy hors d'oeuvres during the evening events. Full registration packages (ticket options A, B, C and D) include: the Tuesday evening opening event with food and beverages; breakfast, lunch, and evening hors d'oeuvres (heavy enough to "count" as dinner) on Wednesday and Thursday; as well as breakfast and lunch on Friday. Light snacks and beverage service are provided during morning and afternoon breaks each day. The hotels each offer an onsite restaurant and bar for any meals outside of those provided during conference events. Plus, Waco has some really great restaurant and dining options around town, so we encourage you to get out and explore when you can in order to taste some of the wonderful food Waco has to offer!

Can I bring a guest?

Of course, but since educational content is provided throughout the conference, including meal sessions, we are unable to provide a guest or meal-only option for the daytime. Guests or attendees that

do not purchase a package ticket (ticket options A, B, C or D) may purchase session-only tickets (option E, includes lunch) or day tickets (includes lunch) for daytime programming. A la carte tickets to tours and evening events are also available. All attendees must be registered for the conference.

Will transportation and parking be provided, or will I have to provide my own?

TAM is providing bus shuttle services to and from the host hotels and the daytime conference programming host museums (Mayborn Museum and Dr Pepper Museum), as well as to some of the receptions and all the evening events. However, due to the ongoing pandemic, some attendees may choose to drive their own vehicle to daytime conference activities and programming. This is perfectly acceptable on Wednesday and Thursday, March 23 & 24. However, please note there is little to no parking at the evening event locations, nor at the Dr Pepper Museum on Friday, March 25, so there will be times when taking the TAM shuttle is most ideal.

At the Mayborn Museum, parking is available first come, first served in the Museum’s visitor lot. When that parking lot is full, overflow parking is available in Lot 2 at the McLane football stadium, which is located behind the museum and is a short 5-minute walk to / from the Mayborn Museum over a pedestrian bridge. A map will be located in the printed program to help attendees navigate and find their way.

On Friday, March 25, parking at the Dr Pepper Museum will be very limited, and may not be available to conference attendees. Attendees are encouraged to take the TAM shuttles to and from the museum on the final day of the conference OR walk from the host hotels to the museum. It is a 10 minute walk from the host hotels to the Dr Pepper Museum and back.

All attendees are encouraged to take the TAM bus shuttles to evening events and receptions, as parking will be extremely limited, and in some cases, not available, at evening event host venues.

Maps will be provided when you check in for the conference. No overnight parking will be permitted at the host museums.

Payment Policy

For all events, TAM requires each person attending to register individually. This allows us to obtain an accurate count for efficient planning. Registration should not be shared and may only be transferred with the consent of TAM staff. Advance payment is required. Online registration is required. Payment can be made online or by mail; telephone registrations will not be accepted.

Full payment is due at the time of registration if paying by credit card. Payment by check is due within 21 days of registration. If paying by check please, mail payment to:

Texas Association of Museums
1108 Lavaca Street - Suite 110 - #626
Austin, Texas 78701

Cancellation Policy

Refunds (less 20% fee) will be granted for cancellations received in writing no later than March 8, 2022. No refunds after the date of the event. Refunds will be processed after the event.

Texas Association of Museums
1108 Lavaca Street - Suite 110 - #626
Austin, Texas 78701

Will there be Wi-Fi at the host museums?

The Mayborn Museum and the Dr Pepper Museum will both provide complimentary Wi-Fi for all attendees. At the Mayborn, each person will be assigned to a unique user name and password to access the wi-fi, which will be provided when you check in at registration. At the Dr Pepper Museum, there will be signs at registration with info on the wi-fi network for TAM attendees to use and the password to access. The museum is adding a few wi-fi pods to be able to better accommodate a higher volume of usage by TAM attendees during the conference.

When can I visit with Exhibitors?

We encourage you to visit the exhibitors in between sessions / during breaks, as well as during the Exhibitor Reception at the Historic Village at the Mayborn Museum on Wednesday, March 23 from 4:30 – 6 pm. (this is how you'll get your drink tickets for the evening event later that night). Our exhibitors will also be joining us for the evening events, so please visit with them, thank them and make them feel welcome anytime you see them or chat with them.

Exhibitor booths will be open at the Mayborn Museum during the following times:

Wednesday, March 23: 7 am – 6 pm

Thursday, March 24: 8 am – 3 pm

A small group of sponsors will have their booths on site at the Dr Pepper Museum on Friday, March 25 from 8 am – 1:30 pm.

Will the museums be open to visitors during the conference?

Yes

If my ticket package comes with a hotel room, what do I do?

VIP rooms are located at the Hilton Waco (located across the street from the Courtyard) for the rate of \$169/night. If your ticket includes a VIP room, TAM staff will make your hotel reservation for you at the Hilton and will send you a confirmation in advance of the conference.

Hilton Waco
113 S. University Parks Drive
Waco, TX 76701

Where do I check in when I arrive in Waco?

If you arrive on Tuesday, March 22 before, you may check in at the TAM registration booth at the Courtyard Waco hotel to pick up your exhibitor registration packet, which includes your badge and tickets. If you arrive Tuesday night or Wednesday morning, please check in at the TAM registration booth at the Mayborn Museum.

Are animals allowed?

Animals and pets are not permitted in the building except when allowed by the host museum via prior written consent. However, service dogs are permitted.

Program Advertisements

Where will my ad appear?

Program advertisements for the 2022 TAM Annual Meeting will appear in the print and digital versions of the final conference program. This program will be provided to on-site attendees (hard copy in their attendee tote bag, received upon check in) and available through the TAM website and the conference app Whova.

What are the specs for my ad?

All ads must be sent to monica@manifest-creative.com by February 11, 2022 (this deadline was extended from Feb 1) to guarantee inclusion in the conference program. Refer to the graphic below for design specifications.

SPECS & AD REQUIREMENTS

FULL PAGE Live Area: 7.5" x 10.25" Trim: 8.5" x 11" Bleed: 9" x 11.5"	QUARTER PAGE 3.625" x 5"	BUSINESS CARD SIZE 3.5" x 2" (Horizontal Only)
HALF PAGE 7.5" x 5" (Horizontal Only)	Finished Program: 8.5" x 11"	

Press Ready Artwork:

- All ads must be 300DPI
- Color ads must be CMYK
- Files Accepted: PDF, JPG
- Digital Files Only

Full Page Ads:

- All full page ads bleed
- Live Area: 7.5" x 10.25"
- Trim: 8.5" x 11"
- Bleed: 9" x 11.5"

Half Page Ads:

- No Bleed
- 7.5" x 5"
- Horizontal Only

Quarter Page Ads:

- No Bleed
- 3.625" x 5"

Business Card Size Ads:

- No Bleed
- 3.5" x 2"
- Horizontal Only

Where should I send my completed ad?

All ads must be sent to monica@manifest-creative.com by February 11, 2022 (this deadline was extended from Feb 1).

Conference Programming

When and Where is the Exhibitor Reception?

The Exhibitor Reception will take place on Wednesday, March 23 from 4:30 - 6 p.m. The reception will be held outdoors in the Historic Village at the Mayborn Museum. All exhibitors will relocate their booths from inside the museum to assigned outdoor spaces in the Historic Village between 3:30 and 4:30 pm. (Another reason why it is important to "travel light!") At the conclusion of the reception, you may opt to move your booth materials back inside the museum (if planning to leave them overnight, which is certainly permitted and encouraged) or pack them up and return them to your hotel room for storage. After the exhibitor reception, we encourage you to return to the host hotels and take the bus provided by TAM to the evening event.

Where are the Evening Events?

The opening night evening event on Tuesday, March 22 will be held at the [Cameron Park Zoo](#) and the [Waco Mammoth National Monument](#) from 6 - 8:30 pm. Shuttles will run between the host hotels and both evening event venues.

The evening event on Wednesday, March 23 will be held at the [Texas Ranger Hall of Fame and Museum](#) and the [Texas Sports Hall of Fame](#) from 7 - 9 pm. Buses will transport attendees from the host hotels to the Texas Sports Hall of Fame. Then, attendees will be able to make their way on foot from the Texas Sports Hall of Fame to the Texas Ranger Hall of Fame & Museum. Buses will be available for those with

limited mobility between the Texas Sports Hall of Fame and the Texas Rangers Hall of Fame & Museum. At the end of the night, buses will run from the Texas Sports Hall of Fame back to the host hotels.

The evening event on Thursday, March 24 will be held at the [Art Center Waco](#) and [Dr Pepper Museum and Free Enterprise Institute](#) from 6:30 - 9 pm. Buses will run from the host hotels to Art Center Waco (first evening event stop) and then to the Dr Pepper Museum. At the end of the night, buses will transport attendees from the Dr Pepper Museum to the host hotels. Attendees who purchase tickets to the Paranormal Tour taking place from 9:00-10:00 pm at the Dr Pepper Museum should plan to attend the evening event, as the tour will start immediately after the event ends. Transportation back to the host hotels will be provided to participants at the conclusion of the tour.

All attendees are encouraged to use the conference shuttles to travel to/from the evening events, as on-site parking at each host organization will be extremely limited and cannot be guaranteed.

Are there any pre-or-post conference tours?

Yes! There definitely will be! Stay tuned for more information coming soon! Additionally, there's a time block in the conference schedule on Thursday, March 24 from 3 - 5 pm where tours will be offered as well. Info coming soon to the TAM website. If you are interested in signing up, we'd love for you to join! Transportation will not be provided to any of the tours or workshops. However, there will be sign up sheets for carpooling at the registration desk.

Is there an online or virtual component of the conference?

This year's conference will be held in-person, and all events and sessions are designed to be experienced live and on-site. TAM is offering a special, limited-access virtual registration package that includes livestreamed access to the keynote sessions and recorded on-demand access to break out sessions following the conclusion of the conference. A fully virtual or hybrid method for live participation in the conference is not available. We will continue to monitor the circumstances, and if conditions warrant, we reserve the right to modify the format of the conference as necessary for safety.

Conference Registrants are encouraged to download the conference app, Whova, for use on-site. This will provide access to the full schedule, speakers, attendees, and the ability to receive real-time notifications and updates.

Whova

For full details on the conference app for the 2022 TAM Annual Meeting, refer to the Whova guide. Link to be provided soon!

Pandemic Considerations

What safety steps are being taken due to Covid-19?

We are actively monitoring local and state health and safety guidelines as we plan this event and, along with our Waco venue hosts, are working hard to ensure every precaution is taken to keep our event attendees safe. In-person day sessions will be held in multiple locations throughout the host organizations, while evening events, tours and workshops will be held at other venues throughout the area -- with all venues working collaboratively towards the goal of spreading out activities in a way that mitigates risk and ensures the safety and health of our attendees.

Most conference activities will have a max of 50 – 75 attendees per space. Exhibitor booths will be spaced out throughout the host venues.

TAM strongly encourages the use of facial coverings/masks when social distancing is not able to be accommodated. Our host museum venues have increased cleaning measures throughout the meeting spaces, high-touch areas, and public spaces. Sanitization will take place between sessions in meeting rooms.

Hand sanitizer and masks are available for our attendees at the conference registration desk. We have taken a spacious approach to TAM 2022 and will position meeting room set ups to allow for additional spacing. We have planned check-in to be as swift as possible to avoid attendees congregating in long lines. We have increased the font sizes on our badges so attendees can recognize each other from farther away.

Should you feel sick or under the weather during the conference, please refrain from attending the sessions and contact TAM staff.

CDC Recommendations: If you have been vaccinated, the CDC recommends that you wear a mask while indoors at any other facility that has not implemented a mask requirement (published on July 27, 2021).

If you have not been vaccinated, for your safety and the safety of others, the CDC strongly recommends that you always wear a mask for the duration of the event, especially whenever you cannot maintain adequate distance from other attendees.

Will TAM require a COVID-19 Waiver from all attendees?

Yes. The waiver will be circulated to all attendees, including sponsors and exhibitors, in advance of the conference via the conference app, Whova, as well as in the event program (coming soon!). Attendees will be required to complete the waiver and bring it with them to Waco to submit at check in. For those who don't bring it with them, extra copies will be available at registration. The waiver is under development now. Once it is ready, TAM will also provide a link to it on the website and let participants know about the waiver via email.

If you have a question about sponsorships, exhibitor booths or advertisements, please see the [Exhibitor & Sponsor FAQ](#).

If you have a question about the conference that is not in addressed in this FAQ, please contact the TAM meeting planner, Monica Rhodes at Manifest Creative: 281-846-6967 (office), 979-285-8512 (cell) or email monica@manifest-creative.com.

For questions about Annual Meeting registration or TAM membership, contact TAM staff at admin@texasmuseums.org or by phone at (817) 332-1177.

Thank you for supporting the Texas Association of Museums and the 2022 Annual Meeting. We look forward to seeing you in Waco!