

What should I bring to conference?

Please bring any technology/tools you find helpful for taking notes, photos of slides, etc. during conference. A notebook courtesy of Vogel Law Firm will be provided in your conference welcome bags. We also recommend bringing/wearing layers as room temps vary.

If you plan to attend the AI Lab Concurrent Session, please make sure to bring the following as this is an interactive session:

- Bring your laptop
- Connection to wi-fi will be necessary and is free at the BEC (Instructions below)
- If your computer has any restriction with connecting to an 'open' network connection you can still attend the session but it will be a very hands-on session directing you to open AI platforms and perform functions so your experience will be limited.

Which entrance do I use at the Bismarck Event Center?

Enter through door E42 on the west side of the building.

How can I make a request for additional accessibility & accommodations?

Please email hrconference@ndshrm.com to provide a description of your accommodation request. The ND SHRM State Council will be in contact with you to explore your request and determine a reasonable accommodation that will assist you in fully accessing and learning at our conference. This information will be kept strictly confidential and only used to process accessibility accommodations for attendees needing assistance.

Will printed agendas be provided?

No, please utilize the Whova conference app or print an agenda prior to coming to the conference or you can print out a copy of the agenda from ndshrm.com/stateconference/ ahead of time.

Can I choose any concurrent session to attend?

Yes, but each session has a maximum capacity for safety purposes. Attendees must have a seat in each session. Once all seats are taken within a session no other attendees will be permitted. Once the session is full, kindly choose another session that has capacity remaining.

Can I use the app to reserve a spot in breakout sessions?

No, while the app allows you to add sessions to the "My Agenda" tab to build your preferred agenda and to send you reminders, it does not reserve you a spot in the breakout sessions

What is the Wi-Fi and password?

The Wifi network at the Bismarck Event Center is BIS_Guest network. The access code to enter is "BECGuest." Please note that a user will be provided with credentials for 24 hours before they have to reauthenticate. Leaving the building will require the device to reauthenticate using the provided credentials.

I signed up as a volunteer, where do I report?

Please go to the area you volunteered for (i.e. session room, registration desk, etc.) at the designated time. If you have additional questions, please contact Kayla Hardy.

I belong to a local chapter; do we have a meeting spot or any activity during the conference?

Please check with your local chapter board. There will be time Wednesday evening to meet up with your fellow chapter members and explore Bismarck!

I'm having trouble navigating the conference app, who can assist me?

Please go to the conference registration desk for assistance.

Will there be a 'silent' auction like in years past to benefit the SHRM Foundation?

- Yes! There will be a 50/50 Raffle in the afternoon of September 9th
 - Bring Cash!
 - Raffle Tickets will cost:
 - 1 Ticket for \$5.00
 - 3 Tickets for \$10.00
 - 7 Tickets for \$20.00
- SHRM Foundation Silent Auction
 - Be ready to bid, bid, bid on some amazing baskets to raise money for the SHRM Foundation!
 - Text NDSHRM25 to 76278 to register to bid!
 - Bidding closes at 4pm on September 10th

Where can I find the SHRM Professional Development Credit (PDC) code?

SHRM PDC code will be posted to the conference app after the conference. You are responsible for reporting it. If you also have an HRCI certification, please manually report using the speaker information available in the Whova app.

Is there a dress code for the conference?

There is no set dress code, but you are welcome to follow the dress code of your employer. Temperatures in conference rooms can vary, so please wear layers or bring a light jacket to be comfortable.

I love posting on social media, what hashtags should I use?

Get social and use conference hashtag! #NDSHRM25

Where can I go if I need a band aid or a first aid kit?

Please visit the registration desk for any items needed from the first aid kit.

Where is the lost & found located?

Please go to the conference registration desk for assistance retrieving your item.

Yippee, I won a door prize! Where do I pick it up?

Congratulations! Please go to the registration desk to pick up your prize.

Is there a Mother's Room at the conference?

Yes, it is located across from Hall C, around the stairs leading up to the second level.

Is there a venue map?

Yes, on the app home page under Additional Resources there is a Documents tile. Click on it for a complete venue map.

I have food allergies. What food is being served so I can plan appropriately?

The conference committee was mindful of food allergies and designed the meals as buffets so you can pick and choose what best fits your health situation. The menus are posted on the conference app if you click into the meal session on the agenda so you can plan ahead.

Will there be breakfast and snacks provided?

The opening day of conference (9/9) DOES NOT include a breakfast or morning snack. Breakfast will be provided on 9/10 & 9/11. Snacks will be provided once per day and limited soda will be provided on 9/9 and 9/10 in the afternoon. Please plan accordingly.

Are there vending machines available at the venue?	Yes, there is a beverage machine available at the Bismarck Event Center on the main floor. Please note the Bismarck Event Center is a Coke facility and exclusively sells Coke products.
Can I bring my own drink into the Bismarck Event Center?	Yes, because the concessions will not be open at the Bismarck Event Center (BEC) during our event, the BEC has generously agreed to allow conference attendees to bring in with them a single serve outside beverage such as coffee. Water tumblers, for refill at our provided water stations during the event, will also be permitted.
Will session slides be available after conference?	If speakers have agreed to share their presentations, they will be available for download through the conference app. Please note that some speakers choose not to share their slides for proprietary reasons. If there are no slides/pdfs in the conference app under the speakers listed session, the speaker has chosen to not share their presentation.
I am interested in helping with the conference next year, who do I talk to?	Terrific! Talk to any NDSHRM board member and don't forget to stop by the NDSHRM booth on Wednesday.

**Thank you for joining us at the
ND SHRM 2025 Annual State Conference!**