



December 20, 2016

Dear Colleagues,

As you are likely aware, [NACAC's 73rd National Conference](#) will be held in Boston from September 14 - 16, 2017. We are writing to invite post-secondary institutions in New England to host college tours for counselors in the days preceding the conference. Tours can be scheduled to start as early as Sunday, September 10, 2017.

[NACAC](#) will promote the college tours on the [Conference Registration](#) page to encourage as much participation as possible. If you decide to provide transportation (which tends to increase counselor interest), your bus may depart from the [Boston Convention and Exposition Center](#). If you choose this option, we will work with you on the details; specific instructions on bus staging location and departure/arrival times at the convention center must be coordinated with NACAC. Each institution is responsible for all organization and costs incurred. Institutions may limit the number of participants and may cancel tours if registration does not meet your expectations.

Since our geographic radius reaches a few hours from Boston, we have some suggestions to maximize the time prior to the conference:

- Get Together!
 - Look to partner with campuses close to you! Counselors will look to make the most of their time in New England, so options with two or more campuses will be popular. (Obviously, the closer colleges are to each other, the more time each campus has with the group, but with so many colleges in our area, there are many configurations that could work well.) You may also consider hosting counselors overnight, in order to best showcase your campuses or to best-manage driving time.
- Multiple Days
 - Consider offering more than one visit time or visit days, especially if your campus is within a relatively short distance of the convention center. You might also consider partnering with different schools on different days to offer a variety of visit options.
- Different Destinations
 - Ask guests to arrive at an alternate airport (Providence/Manchester/Bradley/Portland) to start the tour, and end with transportation to Boston. Please note that NACAC will not coordinate transportation for tours leaving from these other airports, and guests may incur additional expenses for traveling in and out of the smaller airports.
- Self-guided Tours
 - This option could be a popular Thursday morning pre-conference alternative; visitors must be able to be back at the convention center by 12:00 p.m.

If you are interested in organizing an event that will bring a large number of college counselors to your institution, please use this [link](#) and complete the form to register your tour by Friday, March 10, 2017.

We are looking forward to working with you to plan your campus tours. Please reach out to us with any questions along the way!

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