

Delegate FAQs

What information is on the website?

The Conference website includes the overall conference schedule with descriptions of all the sessions and speakers. The information is updated regularly as new sessions are added. The website also includes a searchable showcase database with more than 1,200 listings. Each listing includes information on location, contacts, number of performances, space limitations, ticket requirements, etc. This information will allow you to determine what is most important to you. Knowing what you want to gain from the Conference will help you make choices about what sessions to attend.

How do I plan my time?

To help you get the most out of your time at the Conference, take advantage of the features and benefits of ***My Planner*** your personalized planning tool. ***My Planner*** is available to all conference registrants and allows you to search educational sessions and showcases in addition to scheduling meetings with exhibitors and other attendees. This is the best way to stay organized and current with the latest activities taking place.

What do I need to know about Showcases?

Showcases are free to Conference attendees, but reservations or tickets may be required and attendance limited at certain venue especially full performances that are open to the general public. Showcases are a wonderful way to see different neighborhoods throughout New York City. Public transportation is plentiful and easy to navigate. Subway and bus maps are available at the hotel and at the APAP information desk. When you have determined which showcases to attend just follow the instructions noted in the showcase database, Conference Program or Showcase Listing Book you receive onsite. Please note: you are not expected to book a group just because you saw a particular showcase. Showcases give you the opportunity to become more familiar with a particular artist, an agency's roster, and various performing arts disciplines. Please only reserve tickets to the performances you plan on attending.

What are some other opportunities to consider in attending the Conference?

Our pre-conference offerings include the Winter Institute offering professional development courses as well as special interest forums on Dance, World Music, Classical, New and Contemporary Music, Jazz, Summer Festivals, Emerging Artists, and the highly regarded contemporary theater festival, Under the Radar – all offered over the three days leading up to the Conference start.

How can I sign up for Consultations?

You will be able to sign up online for one-on-one consultations with various governmental and foundation representatives and experts in the field. Go to the conference website and click on Consultations.

I have heard so much about the value of “networking” at the Conference. How should I get started and how can I meet others who are attending for the first time?

New Colleagues Orientation: We recommend that you participate in the New Colleagues Orientation on Friday, January 9 from 5:00 p.m. – 6:00 p.m., immediately followed by the First

Timers' Tour of the Exhibit Hall from 6:00 p.m. – 6:15 p.m. The majority of the group will depart from the New Colleagues Orientation, but others who wish to attend should gather in the Member Conversation Area on the 3rd Floor. Following the tour join old and new friends for “Cocktails and Conversation” in the Grand Ballroom from 6:15 p.m. – 7:30 p.m.

Mentoring Program: First time conference attendees can sign up for our mentoring program, which matches them up with seasoned field professionals as mentors to help first timers with prioritizing their time in New York.

Issues Roundtables: Saturday and Sunday morning Issues Roundtables, which go from 8:30 a.m. – 9:20 a.m., give you other opportunities to network. Meet with colleagues to discuss issues of importance to everyone in the arts community.

Once I get to New York, where do I pick-up my registration materials?

Conference Registration is located on the 2nd floor promenade of the Hilton New York & Towers (Avenue of the Americas between 53rd and 54th Streets). Registration opens at 8:00 a.m. on Friday.

Check in at the registration counter marked with the first letter of your last name. Each individual must present a picture ID in order to pick up his/her own Conference materials. You must wear your badge at all times. This is a Members Only Conference. Wearing your name badge is the only way to protect the integrity of the experience for all exhibitors and delegates.

Do you have a policy for name badges?

Only registered delegates and booth personnel may wear name badges. Delegates may not “pick up” name badges for colleagues and friends, or “lend” name badges to anyone under any circumstances (spouse/partner/guest name badges may be collected by a registered delegate). Persons found sharing their badges will be prohibited from attending the remainder of the Members' Conference. Exhibitors will be considered in breach of their contract and will not be able to purchase booths at future conferences.

Keep track of your name badge! You will be charged for replacement badges!

Any last minute tips?

If you are interested in shipping items home, the hotel concierge will be available to help you with UPS or FedEx needs.

Wear comfortable business clothes – and especially comfortable shoes! Attendees do a lot of walking around the Conference. Also, make sure you are prepared for any type of weather (everything from freezing rain/snow to mild and sunny). Most people need to go outdoors at least once a day. The hotel has a coat check should you not be staying at the Hilton.

Feel free to contact to call the Arts Presenters Hotline at 1-888-820-2787 if you have any questions about the conference.