To maximize the health and safety of in-person attendees due to the continuing pandemic, there are three steps to check in for the Retired Annual Meeting this year.

**Important:** The registration deadline was June 15 and only individuals registered for the meeting will be allowed to check in. No new registrations will be accepted on site.

**Retired Annual Meeting Check-In Process**

**Step 1: Hotel Room:** While in their hotel rooms, pre-registered delegates must:

- Download the “Return Safe” app on their digital devices
- Conduct a COVID test with a provided kit
- Enter the COVID test results into the app
- Wrap the test in paper and deposit in guest room trash can
- Wash hands before leaving room

If the test is negative, continue with Step 2.
If the test is positive, please remain in your room and email Cory Wofford at CWofford@nea.org for further instructions.

*Do not bring any used test strips out of a guest room.* If needed, take a picture of the test result and bring the picture to the step 2 Health Check-In Room.

If delegates have not completed the COVID test prior to coming to the meeting, they will be directed back to their guest rooms to conduct the test before they will be permitted to return to the check-in area.

**Step 2: Health Check:**

Gallery 5 Meeting Room (2nd floor of the West Tower, around the corner from the fitness center and from the guest elevators)

The Health Check-In Room will be the location where delegates will show their green “Cleared Entry” page shown in the app. Technology assistance will be provided if a delegate is having trouble downloading or using the app.

If a delegate does not have a test kit in their room, they may pick up one here and return to their room to start step 1.

**Step 3 Badge Pickup:**

Regency Ballroom Foyer, West Tower

Delegates use kiosks to enter their names, print their badges, and receive RA materials.

After all three steps are completed, delegates may enter the General Session Ballroom.