

Examiner Checklist

- Wear business professional attire and name tag to all ABA functions and exams.
- Turn off cell phone prior to exams.
- Make sure you are in your exam room no later than 10 minutes prior to the start of the exam.
- Do not use any electronic devices during an exam.

Examiner Logistics



Sunday Reception: Renaissance Hotel

Breakfast: Renaissance Hotel

Lunch: AIME Center Town Hall

Tuesday Networking Event: Details provided in your final confirmation email.



Renaissance Hotel Wi-Fi: Connection instructions provided in welcome letter received at hotel check-in.



On Departure Day: Bring your luggage to the AIME Center in the morning and leave it in the luggage room.

Return all iPads and name tag before leaving.

Airport shuttle schedule (~20-minute drive to RDU):
Shuttle departure Thursday 3:15 p.m.



Complimentary access to Fitness Connection gym (beside Renaissance Hotel). Just show your Renaissance Hotel room key for entry.



Expense reimbursement information provided in reminders email. Please see the meeting planning team with any questions, or email meetingplanning@theaba.org