



2024 Summer Conference MASTER EVENT SCRIPT

August 25 – 28, 2024 | Sheraton Niagara Falls

Note: This Master Event Script (MES) is a “living document” and will be regularly updated as conference plans are confirmed, and information is finalized.

PREP DAY		Saturday, August 24	Location
12:00 pm		Staff Arrival / Unloading / Prep Work	
CONFERENCE DAY 1		Sunday, August 25	Location
Morning		Registration Set – Up / Final Checks	
11:00 am – 12:00 pm		Pre-Conference Meeting (NYSCHSA Staff & Hotel Staff)	
12:00 pm		Registration Ready	
3:00 – 6:00 pm		Registration Open / Welcome Attendees	
4:00 pm		Hotel Check-In Begins	
6:30 – 8:00 pm		Cocktails President’s Welcome Dinner	
6:30 – 9:30 pm		Open bar	
CONFERENCE DAY 2		Monday, August 26	Location
6:30 am		Staff Checks / Opening	
6:30 am – 8:30 am		Breakfast Buffet	
7:00 am – 8:30 am		Superintendents Posterboard Meeting	
8:30 am – 9:45 am		Welcome opening session	
9:45 am – 10:00 am		Refreshment Break	
10:15 am – 11:15 am		CEC Session #1:	
11:15 am – 12:15 pm		Cookout lunch at Hickory Stick (Golfers Only)	
12:30 pm		Golf Tournament at Seneca Hickory Stick – Shot Gun Start	
10:30 am – 4:00 pm		Activity for Conference Guests & Non-Golfers / Box lunch Lockport Cruise & Tour (<i>times subject to change</i>)	
6:00 pm		Dinner on your own	
9:00 pm – 11:00 pm		Night Cap Reception (Open Bar)	

CONFERENCE DAY 3	Tuesday, August 27	Location
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6:30 am	Staff Checks / Opening	
7:00 am – 11:00 am	Registration Desk Open	
7:00 am – 9:00 am	Buffet Breakfast	
7:00 am – 8:15 am	ACEC Session	
8:30 am – 9:30 am	CEC Session #2:	
9:30 am – 10:30 am	Superintendents Roundtable	
10:30 am – 11:30 am	Travel to Buffalo Stadium	
11:30 am – 12:30 pm	Lunch @ Buffalo Stadium (Donated by: DiDonato)	
12:30 pm – 1:30 pm	CEC Session #3	
1:30 pm – 3:30 pm	Technical Site Visit Session #4 - Stadium Tour	
3:30 pm – 4:00 pm	Stadium Shopping	
4:00 pm – 5:00 pm	Travel back to Sheraton Niagara Falls	
6:30 pm – 7:30 pm	Banquet Cocktail Reception	
7:30 pm	Banquet	

CONFERENCE DAY 4	Wednesday, August 28	Location
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6:30 am	Staff Checks / Opening	
7:00 am – 11:00 am	Registration Desk Open	
7:00 am – 9:00 am	Buffet Breakfast	
7:30 am – 8:30 am	TIC Meeting	
8:30 am – 9:30 am	CEC Session #5	
9:30 am – 10:00 am	Refreshment Break	
10:00 am – 12:00 pm	Superintendents Business Meeting	
2:00 pm	Staff Pack-Up	