

An Ounce of Prevention

Each year one or two delegates meet with some avoidable accident because they failed to safeguard their money and personal possessions. It is necessary in any city to be careful. The following are some reminders for minimizing risks.

- Carry only as much currency as you expect to need each day.
- Jot down the serial numbers of all credit cards in your possession, along with addresses and phone numbers that issuers ask you to notify in case the cards are lost or stolen.
- Do not leave your return airline ticket, house or car keys, jewelry and other valuables in your hotel room. Most facilities will provide a safe within your room to secure your valuables. Use it. (NOTE: It is not recommended that you bring your best jewelry and other expensive articles to the Annual Meeting.)
- Do not draw attention with your jewelry or money by displaying them when traveling or checking into a hotel.
- Upon initial entry to your room, check all windows, sliding doors, etc.; to be sure each is locked securely, including those leading to patios and balconies.
- Check hotel doors at night to see that they are locked securely. Use chain or bolt when provided.
- Store your valuables in a hotel safe when you do not need them. Do not leave anything of value in sight within your room, even locked in a suitcase or hidden under the mattress.
- When you are socializing or dining in the hotel restaurant, do not flash a key with your room number on it or leave the “Maid, a please make up this room” sign on your doorknob. Doing so announces that you are away from your room. A thief might be able to find out your room number if he knows your name.
- Do not invite or admit strangers to your hotel room. If someone knocks unexpectedly, call the desk to find out if he or she has been sent for a legitimate service.
- Do not go out alone at night from the main hotel. A badge often identifies you as a visitor and a target for the dishonest.
- Remove all credentials when you are not participating/attending an NEA/NCAE functions.
- When traveling by air, keep valuables with you in a carry-on bag. Never leave your belongings unattended in airports or restrooms—even for a moment.
- Be on guard in crowds. Beware if someone jostles you. Pickpockets act fast.
- If you are traveling by car, do not leave belongings on the seat or floor. Lock them out of sight in the trunk.
- Check with Lost and Found at the Information Desk for anything that is lost at the convention center.
- Report any problems promptly to the NEA Convention Management Office and/or NCAE Leadership Team.