



UNCF NATIONAL ALUMNI COUNCIL (NAC) AND NATIONAL PRE-ALUMNI COUNCIL (NPAC) CONFERENCE

Frequently Asked Questions (FAQs)

DATE February 19-22, 2026

LOCATION The Royal Sonesta – Houston Galleria
2222 West Loop South | Houston, TX 77027

LODGING The Royal Sonesta – Houston Galleria
2222 West Loop South | Houston, TX 77027

To secure your stay, please click this link – [Royal Sonesta Houston Galleria](#)
The room block rate of \$169 ends on January 27, 2026.

REGISTRATION All sponsorship packages include complimentary registrations. Additional registrations cost \$250.00 per person. This registration entitles you to access all conference events, including the Legacy Gala.

If you would like to purchase additional conference registrations, please contact Joan Gardiner at joan.gardiner@uncf.org | 202-788-6158 to be invoiced.

CONFERENCE GUIDE We will use GuideBook for the conference schedule of events and room locations. The link for our conference schedule will be released by February 4, 2026.

EVENT ATTIRE	<p>Thursday, February 19</p> <ul style="list-style-type: none">• Resume Review, Dress to Success – Business Casual• Welcome Reception – wear HBCU/School Colors <p>Friday, February 20</p> <ul style="list-style-type: none">• Career Fair, Luncheons, and Workshops – Business Professional• Legacy Gala – Cocktail <p>Saturday, February 21</p> <ul style="list-style-type: none">• Workshops & Luncheon – Business Casual• Coronation – Festive, HBCU Chic
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	<p>Sunday, February 22</p> <ul style="list-style-type: none"> • Departures – Casual
RESUME REVIEW	<p><u>Volunteers Needed!</u></p> <p>The Resume Review Sessions will take place on Thursday, February 19, 2026, 1 - 4:00 PM, Champion VI & VII. Sponsors are asked to volunteer at least two employees to help with the reviews. If you are interested, please contact Sterling Washington at sterling.washington@uncf.org 202-220-8882 to sign up. Please let us know by February 12, 2026, so we can get an accurate count of volunteers.</p>

Ads

Ads for the Program Book (only if your sponsorship level includes an ad)

Your full-page or half-page ad will be included in the GuideBook and in the Legacy Gala Program. **The ad deadline is January 23, 2026.**

FULL-PAGE COLOR	HALF-PAGE COLOR
5.5" W x 8.5" H (Non-Bleed)	5.5" W x 4.25" H (Non-Bleed only)
6.25" W x 9.25" H (Bleed; include trim marks)	
<p align="center">Color: Full four-color</p> <p align="center">Format: Acrobat PDF (press-quality)</p>	

Send a print-ready, high-resolution press-quality PDF to uncfnacconferencead@gmail.com with a CC to rubyetd@aol.com. If there are any production questions, contact Michelle Glennon at 404-248-0012 or glennondesign@comcast.net.



If placing our name in your ad, please use “UNCF” instead of “United Negro College Fund.” For more information, contact Dr. Rubye Taylor-Drake at 312-758-1885 or at conferenceplanner@uncfnac.org

**VIP &
SPEAKER BIOS/
HEADSHOTS**

If you are speaking at one of our signature events or leading a workshop, please provide us with a professional color headshot and bios to be included in the Legacy Gala program booklet or Guidebook. Please send all headshots and bios to Joan Gardiner at joan.gardiner@uncf.org by January 23, 2026.

GIVEAWAYS

There is an opportunity for you to contribute to the conference bag as well as opportunities to giveaway other items to incentivize attendees to participate in events and activities. If you would like to contribute, please prepare to send 500 units of your item, and for the giveaway, please send at least 3 items. Please refer to the shipping information on this FAQ for proper shipping instructions.

SHIPPING

There are three (3) shipping addresses. Please make sure your packages are properly labeled so they can be delivered to the correct location within the Convention Center.

CAREER FAIR SHIPPING ONLY

Packages shipped to the Royal Sonesta should be addressed as follows:

Royal Sonesta Houston
C/O David Bennett/UNCF CAREER FAIR
YOUR COMPANY NAME (as would appear on the booth)
UNCF NAC – CAREER FAIR
Feb 19-22, 2026
 2222 West Loop South
 Houston, TX 77027

****Please email tracking numbers/items shipped to joan.gardiner@uncf.org
 Subject: UNCF NAC Tracking Information*

- Packages shipped to the Royal Sonesta may arrive **3 business days prior** to the exhibitors’ move-in day.
- Packages will be received and delivered to assigned tables after the entire vendor space has been set.



- The following freight/package fees will apply:

WEIGHT/ITEM	CHARGES
0-15 lbs	\$5.00 per item
16-50 lbs	\$10.00 per item
51-300 lbs	\$75.00 per item
Pallet Charges	\$150 per pallet in/out

- Submit the Exhibitor Shipping Form (attached). The form contains instructions for how to address packages, as well as the cost to the vendor for the hotel to receive and store them. The Royal Sonesta asks that shipments do not arrive more than 3 business days prior to when they will be claimed by the vendor.
- Vendors can provide a method of payment on the form. Vendors will be charged for shipping immediately prior to or immediately after the event.
- **PLEASE NOTE:** The Hotel cannot assume responsibility or liability for any articles received, stored, or left on Hotel Property unless the client has a signed receipt for the same. When packaged materials need to be picked up by an outside freight carrier, it is the Client's responsibility to contact said Freight Carrier and properly pack and label the boxes. Packages that are not picked up within two (2) days after the function concludes will be sent back to the sender C.O.D. If the sender cannot be identified, the packages will be disposed of after five (5) business days.

CONFERENCE BAG SHIPPING ONLY

Please provide 500 units for the conference bags. Conference bag items should arrive at the convention center **no later than February 16, 2026.** Address those items as follows:

Royal Sonesta Houston
C/O David Bennett/UNCF NAC Conference
CONFERENCE BAG ITEMS – Your Company Name
ATTN: Dr. Rubye Taylor Drake
Feb 19-22, 2026
2222 West Loop South
Houston, TX 77027

***Please email tracking numbers/items shipped to joan.gardiner@uncf.org
Subject: UNCF NAC Tracking Information



WORKSHOP SHIPPING ONLY

If you have items or information that you would like to distribute during your conference workshop or any other activation/special event that is **not** considered the career fair or conference bag distribution, items should arrive at the convention center no later than February 16, 2026. Address those items as follows:

Royal Sonesta Houston
C/O David Bennett/UNCF NAC CONFERENCE
WORKSHOP ITEMS – Your Company Name
ATTN: Sterling Washington
Feb 19-22, 2026
2222 West Loop South
Houston, TX 77027

****Please email tracking numbers/items shipped to joan.gardiner@uncf.org
Subject: UNCF NAC Tracking Information*

CAREER FAIR

The set-up time for the career fair is between 8:00 am and 9:45 am (Legends 5-7). All career fair participants will receive the following:

- One (1) standard six-foot table
- Two chairs
- Skirting
- Complimentary basic WiFi
- Electrical outlet (upon request for an additional fee)

For questions concerning the career fair, please contact Sterling Washington at sterling.washington@uncf.org | 202-220-8882.



PARKING

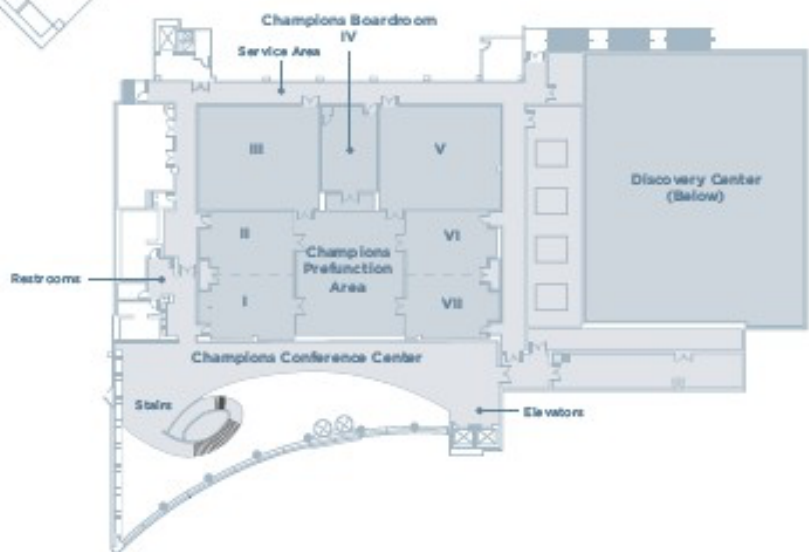
Self	
Day Parking (0-3 hours)	\$12.00 (tax included)
Day Parking (3+ hours)	\$20.00 (tax included)
Overnight Parking	\$32.00 (plus tax) \$24.00 (25% Overnight Self-Parking)
Valet	
Day Parking (0-3 hours)	\$17.00 (tax included)
Day Parking (3+ hours)	\$25.00 (tax included)
Overnight Parking	\$42.00 (plus tax)
Parking charges are subject to change at the discretion of Parking Management Services	

THE ROYAL SONESTA

LOBBY LEVEL



LEVEL TWO





ONSITE UNCF CONTACTS	<p><u>Donor Relations</u></p> <ul style="list-style-type: none">• Joan Gardiner, Senior Administrative Assistant: 210-215-8994• Latisha James, Director, Corporate & Foundation Relations: 216-645-1608• Michelle Moore, AVP, Corporate & Foundation Relations: 817-262-7048• Kim Patterson, Director, Corporate & Foundation Relations: 202-460-0579• Angela Van Croft, VP, Corporate & Foundation Relations: 202-744-9138• Sterling Washington, Stewardship Manager: 202-220-8882 <p><u>Conference Logistics</u></p> <ul style="list-style-type: none">• Dr. Rubye Taylor Drake, NAC Conference Planner: 312-758-1885
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