



2025 Summer Conference MASTER EVENT SCRIPT

September 14 – 17, 2025 | Fort William Henry, Lake George

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, September 13	Location
12:00 pm		Staff Arrival / Unloading / Prep Work	Glens Falls Room
CONFERENCE DAY 1		Sunday, September 14	Location
Morning		Registration Set – Up / Final Checks	
11:00 am – 12:00 pm		Pre-Conference Meeting (NYSCHSA Staff & Hotel Staff)	Glens Falls Room
12:00 pm		Registration Ready	CC Foyer
3:00 – 6:00 pm		Registration Open / Welcome Attendees	CC Foyer
4:00 pm		Hotel Check-In Begins	
6:30 – 8:00 pm		Cocktails President’s Welcome Dinner	Carriage House
6:30 – 9:30 pm		Open bar	Carriage House
CONFERENCE DAY 2		Monday, September 15	Location
6:30 am		Staff Checks / Opening	Ft. Edward Room
6:30 am – 8:30 am		Breakfast Buffet	White Lion Room
7:00 am – 8:30 am		Superintendents Posterboard Meeting	Albany Room
8:30 am – 9:45 am		Welcome opening session	Lake George Room
9:45 am – 10:00 am		Refreshment Break	Ft. Edward Room
10:15 am – 11:15 am		CEC Session #1:	Tupper/Indian Lake Room
11:30 am – 12:15 pm		BBQ Lunch (Golfers Only)	Carriage House
12:30 pm		Golf Tournament at Hiland Golf & Country Club – Shot Gun Start	
1:00 pm – 4:00 pm		Networking Activity	
6:00 pm		Dinner on your own	
9:00 pm – 11:00 pm		Night Cap Reception (Open Bar)	Tankard Taverne

CONFERENCE DAY 3		Tuesday, September 16	Location
6:30 am	Staff Checks / Opening		
7:00 am – 11:00 am	Registration Desk Open		CC Foyer
7:00 am – 9:00 am	Buffet Breakfast		White Lion Room
7:00 am – 8:15 am	ACEC Session		Long Lake Room
8:30 am – 9:30 am	CEC Session #2:		Albany Room
9:30 am – 10:00 am	Refreshment Break		Ft. Edward Room
10:00 am – 11:00 am	Superintendents Roundtable		Tupper/Indian Lake Room
11:00 am – 12:00 pm	CEC Session #3:		Albany Room
12:00 pm	Lunch – BBQ on patio		Carriage House
1:00 pm – 2:00 pm	CEC Session #4:		Albany Room
2:00 pm – 3:00 pm	TIC Committee Meeting		Tupper/Indian Lake Room
6:30 pm – 7:30 pm	Banquet Cocktail Reception		Carriage House
7:30 pm	Banquet		

CONFERENCE DAY 4		Wednesday, September 17	
6:30 am	Staff Checks / Opening		
7:00 am – 11:00 am	Registration Desk Open		CC Foyer
7:00 am – 9:00 am	Buffet Breakfast		White Lion Room
9:00 am – 10:00 am	CEC Session #5:		Albany Room
10:00 am – 12:00 pm	Superintendents Business Meeting		Long Lake Room/ Start at 9 AM if no CEC
2:00 pm	Staff Pack-Up		