

# GENERAL INFORMATION

## DEADLINE DATES:

Member Early Bird Rate Ends	Monday <b>September 15, 2014</b>
Regular Rates Apply	Up to Friday <b>October 24, 2014</b>
Hotel Cut Off Date for Room Reservations	Friday <b>October 10, 2014</b>
Cancellations Accepted, with a \$60.00 Fee	To Friday <b>October 10, 2014</b>
Delegate Substitution Policy Applies, no Fee	Up to Friday <b>October 24, 2014</b>
Delegate Substitution Policy Applies, \$60.00 Fee	From Saturday <b>October 25, 2014</b>
Late & Onsite Rates Apply	From Saturday <b>October 25, 2014</b>

## REGISTRATION AT THE CONFERENCE

The OLTCP registration desk will be located on the Second Floor. Please register at the OLTCP registration desk to pick up your badge and conference material.

## BADGES

Once registered, please ensure you wear your badge for entrance to all sessions, meals and reception. Your badge must be visible and worn throughout the event in order to have access to the program.

## PRESENTATIONS AVAILABLE TWO WAYS

All attendees will be provided with a USB stick upon registration at the Conference. On the USB you will be provided with all of the presentations from speakers that have provided their authorization to reproduce their presentation. After the conference, all authorized presentations will be also be posted on the website and will be password protected for all of the conference attendees only. ***There is no option to purchase handout binders for the 2014 conference.***

## CONCURRENT WORKSHOP CHOICES

When selecting your workshop choice, and it appears that your choice is not available, that indicates the choice you are making is full and not available. Please move to another choice listed, which is still available. The online system automatically removes the workshop from the selections once full. If registering by fax or email, the office will notify you directly by email if you have selected a Workshop that is full and you will be given the option of others that are still open.

**Please note:** The Workshops are repeated twice to maximize your options of choosing topics.