

# REGISTRATION INFORMATION

## DEPARTMENTAL TRAINING CONVENTION February 14 -17, 2010

1. **REGISTRATION:** Hotel registration will begin at 3:00 p.m. on Sunday, February 14, 2010. You will know well in advance which hotel you have been assigned to and should proceed directly there.
2. **DEPOSIT/PAYMENT:** Each registration form must be accompanied by a minimum \$100 deposit per person.
3. **DEADLINE:** Monday, **December 14, 2009**, is the deadline for registration and final payment. Final room assignments will not be made unless payment is complete. **Please understand that if you owe money after this time you run the risk of losing your room.**
4. **REFUNDS:**
  - a. Up to the deadline, you may receive a refund of everything **except** the \$100 deposit, which is non-refundable.
  - b. After the deadline there are **NO** refunds, except in cases of death or emergency hospitalization of **immediate** family members.
5. **SPECIAL REQUESTS:** While every effort is made to accommodate special requests (particular hotel, particular room, refrigerator, etc.) everything is on a first come, first served basis and there is no guarantee that you will get what you ask for.
6. **ROOMMATES:** You are responsible for finding your own roommate.
7. **UNREGISTERED GUESTS:** By law, **EVERY** person in **EVERY** room must be registered, both for fire safety and insurance regulations.
8. **MINORS:** In the past there have been frequent complaints about young people under the age of 18 roaming the hotels all hours of the night disturbing others. It is expected that parents/guardians will keep their young people supervised, and that after hours, they will remain in their assigned rooms with you.
9. **MEALS:** Delegates are responsible for their meals. **Hot Plates are illegal.** They are a fire hazard and will be confiscated. Do not bring them! Microwaves are provided for your use. In addition, vegan products and soy milk will be available in the Holiday Inn restaurant.

GET READY FOR YOUR BLESSING!