

## **HELPFUL HINTS AND INFORMATION**

- Early registration is \$200 and must be postmarked by January 5, 2023. Registration postmarked after January 6, 2023 will be \$250.
- Any questions E-mail David Thomas at [david@CAPTASA.org](mailto:david@CAPTASA.org) or call (502) 548-7244.
- There will be no extra handouts for sale at the conference. All talks will be available on our website [www.captasa.org](http://www.captasa.org) for download and printing.
- Please check with your individual discipline and follow their instructions in order to receive your Continuing Education hours.
- Bring a sweater. We do our best to regulate the temperature in the conference room; however, it does tend to get cool in there at times.
- Name badges MUST be worn at all meals.
- Banquet tickets will be included with your name badge upon conference check in. Please present your ticket at the door on Friday evening. Staff will be at each entrance to collect them.
- If you have requested a vegetarian meal for the banquet please pick up a notice for your server at the main registration table.
- If you are diabetic please notify your server in order to receive a sugar-free dessert.
- Please visit the exhibitors. They will be located in Foyer 3, the Lower Atrium and the Clark room.
- Drawings for door prizes will be at 12:30pm on Saturday prior to lunch. You must be present to win.
- We will be recycling name badges again this year. Please leave them in the baskets that will be provided at the conclusion of the conference.
- Please turn in your completed conference evaluation at the main registration table located in the hotel lobby.

*WE HOPE YOU ENJOY THE CONFERENCE!*