

OLC Convention and Expo Registration Policies and Guidelines

Convention Registration

You must be registered and have a badge to attend programs, events, and exhibits. Ohio library community speakers (any library employee, trustee, Friends of the Library member, library vendor, etc.) are required to pay registration. Non-Ohio library community speakers will be registered by OLC. Convention and Expo Committee members must register on a separate hard-copy form.

Single-Day Registration

Single-day registration is available. Please note the day you wish to attend when you register.

On-Site Registration

To register after September 24, 2017, visit the on-site registration desk at the convention. The on-site registration fee is an additional \$25.

Meal Events

All meal events require pre-registration. No meal tickets will be sold on-site. **Tickets for the Awards and Honors Luncheon may be purchased without being registered for the Convention. No badge will be provided. This luncheon is the only event that may be attended with these tickets.*

Registration Fees

MEMBER RATE FEES are APPLICABLE to people described in the following criteria ONLY:

A. Individual members of Ohio Library Council. The library's institutional membership does not permit employees of that library to attend at the member rate.

B. Individual members of an OLC member Ohio Friends of the Library Group.

Registrants who do not meet the above criteria must pay the non-member rate. If you pay the member rate in error, you will be billed for the balance due. If you are unsure of your membership status, e-mail olc@olc.org

Student rate fees are intended for full-time library school students who are not working. The OLC may request proof of eligibility for this rate.

Retiree rate fees are intended for those who are fully retired and are no longer working.

Registration Confirmation

No confirmation will be sent for registrations that are mailed. View the Event Roster at olc.org/event-rosters/ to confirm your registration.

Registration Deadline

Advance registration deadline is **Sept. 24, 2017**.

Cancellations/Refunds Policy

The Ohio Library Council assumes a financial liability in the presentation of its programs and events, including but not limited to catering guarantees, space rental, and speaker fees.

Cancellation requests must be received in writing at the OLC, via fax, mail, or e-mail (olc@olc.org), at least two weeks prior to the event in order to receive a refund of registration fees.

OLC event registration cancellation form is available at <http://olc.org/cancellation-policy/> (please retain a copy of the cancellation notice).

A \$20 administrative fee will be applied to all cancellations and will be deducted from the refund (if the registration has been paid). If the registration fee has not been paid, a \$20 administrative fee will be assessed.

Cancellation requests received less than two weeks, but more than one week prior to the event will be charged a \$20 administrative fee PLUS the cost of meals (if applicable). No refunds will be issued to registrants who cancel less than one week prior to the event or who do not attend a program without any prior notice. The full amount of the registration fee will be billed if the registration has not been paid and OLC does not receive any cancellation notice.

OLC reserves the right to refuse refund for meals or special events unless cancelled by OLC. Appeals to this cancellation policy will be reviewed on a case-by-case basis and any deviations will be at the discretion of the Executive Director. Refunds will not be made until after the scheduled event has taken place.

Every effort is made to have sessions confirmed when the Convention registration is released. Times and dates of sessions may be changed or cancelled based on space assignments and speakers' schedules. The OLC expects minimal scheduling changes between the publication of the registration and the event. No refunds will be made based on schedule changes.

Substitution Policy

Registrants who cannot attend an event may send a substitute attendee. The OLC requests that the name of the substitute attendee be provided as soon as possible via fax, mail, or e-mail (olc@olc.org). A surcharge will apply if the substitute attendee is not a member of the OLC.

Re-Certification Credits

The Ohio Public Librarian and Public Library Staff Certification programs count this event toward contact education hours for re-

certification as follows: each 60-minute session counts as one contact hour, a full day of participation in this event counts as six contact hours. Complete information on the re-certification process is available at <http://olc.org/resources/education/certification/>

Badges

A Convention badge is required to attend all Convention and Expo programs, events, and exhibits.

Special Accommodations

The Convention Center and Hotels are accessible to people with disabilities. If you require special accommodations to fully participate in the Convention, please check the appropriate box on the registration form and attach a written description of your needs or indicate this information in your *my OLC* profile under "categories" when you register online.

Special Dietary Needs

Advance information is needed to accommodate special dietary needs. Please check the appropriate box on the registration form or indicate this information in your *My OLC* profile under "categories" when you register online.

Inclement Weather

The OLC reserves the right to cancel or postpone a program due to inclement weather. Program registrants will be issued a full refund if the program is cancelled and given the option of attending the program or receiving a full refund if the program is rescheduled on another date.

Convention Attire

Convention attire is business casual. Temperatures in the meeting rooms can vary greatly. We recommend layered clothing and comfortable shoes.

Photo/Video Release

By registering for the Convention and Expo you hereby give the Ohio Library Council, their assigns, licenses, and legal representatives the irrevocable right to use your name, picture, portrait, photograph, image, or voice in all forms and media and in all manners, including composite or purpose, and you waive any right to inspect or approve the finished product, including written copy, that may be created in connection therewith. You understand that the photograph(s) may be used in a publication, print ad, direct-mail piece, electronic media (e.g., DVD, video, Internet) or other form of promotion or information. You also agree that this releases Ohio Library Council and any and all of its representatives from any and all monetary obligations or payments to you or any or all of your authorized representatives for use of video, films, photographs, image and/or voice of yourself.