

GENERAL INFORMATION:

Attendee Confirmations

Confirmations will be emailed to your attention within two weeks prior to the event. We cannot process faxed registration forms without payment information.

Official Attendee Roster

CSIA must receive your registration prior to March 18TH to be listed in the official conference roster, which will be available on site.

Cancellation Policy

Attendee Cancellation Policy: Your written request for a refund must be received no later than 5:00 PM Monday, March 25, 2019. Telephone requests will not be honored. There will be **NO REFUNDS FOR NO-SHOWS OR CANCELLATIONS AFTER THAT DATE.** Postmark will control. A \$35 administration charge will be deducted from any refund.

Recommended Attire

Comfortable clothing is recommended. Bring a sweater or jacket - you know it always gets cold in ballrooms when you're sitting for a while...

Hotel

The Disneyland Hotel has a block of rooms reserved at the CSIA special rate of \$242.00 (plus applicable local fees/taxes in effect at the time of check-in). A limited number of rooms are reserved at this rate.

CSIA Annual Meeting participants can reserve hotel accommodations by contacting the Disneyland® Resort at (714) 520-5005, M-F from 8 am to 5 pm PST or by booking online 24/7 at [this link](#).

Reservations must be made by Friday, March 15, 2019 or before the group rooms are sold out, so do not delay. Prevailing rates may apply after this date or when the group rooms are sold out, whichever occurs first. Rooms are subject to availability.

Parking

Parking is Twenty Dollars (\$20.00) per car for self-parking or Thirty Dollars (\$30.00) per car for valet. These charges are for once in, once out privileges and not for in/out privileges. All parking prices are subject to change without notice.

Theme Park Tickets

These special ticket prices are not available once you arrive at the Resort. The ticket store closes at 9:00 PM PST on Thursday, April 4th, 2019. Don't delay! Prices are subject to change without notice.

These specially priced tickets are intended only for guests that are participating in this Event. Only the registered attendee is allowed to purchase tickets from this discounted ticket store link and they can purchase up to 6 tickets maximum.

To purchase tickets [Click here](#)

Conference Location and Shipping Instructions

Our conference is held in the Magic Kingdom Ballroom and Foyer.

Shipping instructions are sent under separate cover.

Set-up and Tear Down

Set up will be between 7:30am and 12:30pm on April 8th or not later than 7:30am on April 9th. Tear down is at the conclusion of the conference on April 9th.

Networking Reception

Please RSVP for the Networking Reception scheduled Monday, April 8, 2019 from 5:00 - 6:00 PM, on the Registration Form, via telephone or email within 72 hours before the date of the conference.

Handouts and Attendee List

CSIA will provide a USB drive with all presentation materials for the conference at the conference. You will be able to access all program materials, speaker biographies and other important information that will be contained on this USB drive.

We will also send the Attendee list one week prior to the conference.

Registration

Employer Seminar registration is from 11:00 AM - 1:30 PM on Monday, April 8th. Annual Meeting and Educational Conference registration is from 4:00 - 5:00 PM on Monday, April 8th and from 7:30 - 8:30 AM on Tuesday, April 9th during the Continental Breakfast.