

## GENERAL INFORMATION:

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### Attendee Confirmations

Confirmations will be emailed to your attention at the time of registration. If you do not see your confirmation email immediately after registering, please check your spam folder as it may be there.

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### Official Attendee Roster

CSIA must receive your registration prior to April 30<sup>TH</sup> to be listed in the official conference roster, which will be available through our conference app.

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### Cancellation Policy

Exhibitor Cancellation Policy: Your written request for a refund must be received no later than 5:00 PM Monday May 1, 2023. Telephone requests will not be honored. There will be **NO REFUNDS FOR NO-SHOWS OR CANCELLATIONS AFTER THAT DATE**. Postmark will control. A \$50 administration charge will be deducted from any refund.

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### 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...

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### Hotel

The Disneyland Hotel has a block of rooms reserved at the CSIA special rate of \$290.00 (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, April 24, 2023, 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.

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### Parking

Parking is Thirty Five Dollars (\$35.00) per car for self-parking or Thirty Five Dollars (\$50.00) 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.

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### Theme Park Tickets

These special ticket prices are not available once you arrive at the Resort. Please purchase tickets at least 3 weeks in advance of the event. Reservations/availability for the theme parks vary so the sooner you purchase tickets, the better the chances are of securing the dates you would like to visit the Parks. 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. Please read the rules carefully on the ticket website!

To purchase tickets [click here](#).

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### Conference Location and Shipping Instructions

Our conference is held in the Magic Kingdom Ballroom and Foyer. You can find the shipping instructions [here](#).

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### Set-up and Tear Down

Set up will be between 7:30am and 12:30pm on May 15<sup>th</sup> or not later than 7:30am on May 16<sup>th</sup>. Tear down is at the conclusion of the conference on May 16<sup>th</sup>.

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### Networking Reception

Please RSVP for the hosted Happy Hour scheduled for Monday, May 15<sup>th</sup> from 5:00 - 6:00 PM, on the Registration Form, via telephone or email no later than 72 hours before the date of the conference.

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### Handouts and Attendee List

CSIA will load all presentation materials for the conference on the CSIA app prior to the conference and the CSIA website following the conference. You will be able to access all program materials, speaker biographies and other important information on the website. **We will also have the Attendee list on the app one week prior to the conference and it will be updated as we draw nearer to the date of the conference.**

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### On-site Registration

Educational Conference registration is from 11:00 AM - 1:30 PM on Monday, May 15<sup>th</sup>. Annual Meeting and Educational Conference registration is from 4:00 - 5:00 PM on Monday, May 15<sup>th</sup> and from 7:30 - 8:30 AM on Tuesday, May 16<sup>th</sup> during the Continental Breakfast.