

## **HELPFUL HINTS AND INFORMATION**

- Conference early registration deadline: must be postmarked by January 8, 2017.
- Conference regular registration deadline: must be postmarked by January 18, 2017. No registrations will be accepted in our office if postmarked after that date. You will need to register at the door.
- There will be no refunds after January 15, 2017.
- If you wish to purchase handouts, please pre-order by Wednesday, January 18<sup>th</sup>. There will be no extras for sale at the conference. All talks will be available on our website [www.captasa.org](http://www.captasa.org) for download and printing.
- Lots of dates to remember so please call 502-425-7761 or email [sandyp@kyrecovery.org](mailto:sandyp@kyrecovery.org) if you have any questions.
- Once again, as a cost saving measure, we will not be offering soft drinks. You may want to bring your own. The hotel does have vending machines, but with a crowd our size there is a possibility they may run out.
- 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 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 no later than 5:00 pm on Friday.
- 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 Clark Room and in the Lower Atrium.
- Drawings for door prizes will be at 12:30 pm on Saturday afternoon 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.

See you on the 27<sup>th</sup>!