

OLC CONVENTION AND EXPO
October 10 – 12, 2007
Hyatt Regency and the Greater Columbus
Convention Center's Battelle Hall

registration guidelines

Convention Registration

You must be registered and have a badge to attend programs, events and the 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.

Single-Day Registration

For those with limited time or those wishing to focus on certain events, single day registration is available. Please note the day you wish to attend on the registration form.

On-Site Registration

To register after September 26, 2007, visit the on-site registration desk at the convention. The on-site registration fee is an additional \$30.00 for the full convention and \$20.00 for single day registration.

Meal Events

*All meal events require pre-registration. No meal tickets will be sold on-site. Please use this advanced registration for all meal reservations.

**Tickets for the Awards and Honors Luncheon may be purchased without being registered for the convention. No badge will be provided. The Awards Luncheon will be the only event that may be attended.*

Registration Fees

MEMBER RATE FEES are ONLY APPLICABLE to the following:

- A. Personal members of Ohio Library Council.
- B. Individual members of a member Ohio Friends of the Library Group.

NOTE:

Registrants who do not meet the above criteria must pay the non-member rate. Any balances due will be billed.

Registrants submitting an OLC membership application along with their registration form may register at the member rate; however, you will receive a membership renewal notice by the end of the year.

Please note that OLC's membership year is Jan. 1 - Dec. 31 with no proration of dues.

Registration Confirmation

No confirmation will be sent for registrations that are mailed.

Check this OLC Web site link: http://www.olc.org/event_reg.asp to see all upcoming OLC events attendee rosters.

**** Registration Deadline ****

Advance registration must be postmarked by September 26, 2007.

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Cancellations/Refunds

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 our Web site:

<http://www.olc.org/pdf/WORKSHOPCANCELLATIONFORM.pdf>
(Please retain a copy of the cancellation notice for future reference).

A \$20.00 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 \$20.00 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 \$20.00 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.

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.

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.

Badges

A convention badge is required to attend the convention and expo. For security purposes badges will be required to enter all programs, events, and the exhibits.



Handicapped Access

The Hyatt Regency Columbus and the Greater Columbus Convention Center are completely handicapped accessible.

Special Accommodations

If you require special accommodations to fully participate, please check off the appropriate box on the registration form and attach a written description of your needs. Advance information is also needed for special dietary needs.

Re-Certification Credits

Librarians who have received Ohio Public Librarian Certification may 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 on OLC's Web site (www.olc.org). Librarians who apply for certification before September 21, 2007 may count attendance at this convention toward re-certification.