

REGISTRATION GUIDELINES

1. Bring this program book with you the day of the conference. Do not discard this program book after registering. Program books may not be available onsite.

2. Registration Deadline Dates:

Northeast Chapter – March 11
 Southeast Chapter – March 19
 North Chapter – April 2
 Northwest Chapter – April 10
 Southwest Chapter – April 17
 Central Chapter – April 24

3. All speakers receive complimentary registration; however, they still must register for the conference(s).

4. Member Rate: In order to qualify for the member rate, registrant must be a **personal member** of OLC. The library's institutional membership does not permit employees of that library to attend OLC Chapter Conferences at the member rate.

Student Rate: This reduced registration rate is intended for full-time library school students who are not working. The OLC may request proof of eligibility for this rate.

Note: Registrants who do not meet the above criteria must pay/will be billed at the non-member rate.

5. No confirmation of registration will be sent. You may view attendee rosters on OLC's Web site. Rosters are updated every Friday.

6. Individual members of a member Friends of the Library group may register at the OLC member rate.

7. Lunch is included in the registration fee and cannot be broken out from the registration fee.

8. 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. (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.

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.

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.

9. Re-Certification Credits

Librarians who have received Ohio Public Library Certification may count chapter conference attendance toward contact hours for re-certification. 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 prior to the date of each conference may count attendance at the chapter conference toward re-certification.