

# 2012 ANNUAL CONFERENCE POLICIES AND PROCEDURES

## Registration

**Early registration is available ONLY to TAAD member districts and their registered guests and must be postmarked by no later than January 27, 2012.** (Faxed registrations will not be accepted.)

Registrations postmarked January 28 through February 17 will pay the higher-priced "regular registration" fees. Registrations with a postmark of February 18 or later, as well as on-site registrations at the conference will use the "on-site registration" fee schedule.

Conference participants may pick up conference packets from 3 to 4:30 pm on Sunday, February 26, and again from 7 am to 4:30 pm on Monday, February 27.

A full conference registration includes admission to the President's Breakfast Reception, Awards Luncheon, Trade Show Reception, continental breakfast, trade show lunch, Tuesday Night Gala, and Wednesday Litigation Breakfast.

A limited number of additional tickets to these catered events will be available at the conference registration desk. **Admittance to conference events will be by name badge only.** Non-registered guests must have a ticket to any event they wish to attend.

## One-day OR Guest registrations

Single day registrations **do not** include tickets to catered events, and there are no refunds for one-day registrations. Also available will be a Guest registration. It includes admission to all catered events. It does not qualify the registrant for CEs with TDLR, however.

## Host hotel

All conference sessions and trade show will be at the Marriott Westchase Hotel, 2900 Briarpark, Houston.

## Trade show & Exhibits

The trade show will open at 5 pm on Sunday, February 26 with a Welcome Reception. Back by popular demand, play *Bingo Bonanza* – visit the vendors and you may be a winner! A business interested in reserving a booth should call TAAD and request an *Exhibitor Prospectus*.

## Tuesday Night Gala at Museum of Natural Science

Join TAAD for an evening of fun as we travel to Houston's Museum of Natural Science. Founded in 1909, the purpose of the Houston Museum of Natural Science is to "enhance in individuals the knowledge and delight in natural science and related subjects." You can explore at your leisure, because the museum is open only for TAAD guests on this evening. See permanent exhibits on gems and minerals; Egypt; The Americas; African wildlife; energy; chemistry; malacology; the earth and paleontology.

We'll also have the Burke Baker Planetarium available for your enjoyment. Travel through the cosmos as high-resolution video technology projects images of planets, stars, meteors, solar systems and entire galaxies on its domed surface!

As an option, you may purchase a ticket to the special *Discovering the Civil War* exhibit (\$15). The exhibit is divided into 12 thematic areas that combine great original treasures, engaging touch screen interactives and social media tools, selected to illustrate the breadth of the conflict.

A great dinner awaits you, in addition. TAAD will provide round-trip bus transportation between the Marriott Westchase and the museum. Dress casual!

## TDLR Ethics CE hours

TDLR requires two hours of ethics training for every registrant during his/her two-year recertification period. TAAD will offer a two-hour ethics session at the conclusion of the conference. Join us and keep your continuing education up to date!

## Refund policy

Individuals who register for the conference but are unable to attend **must submit a written refund request in advance.**

- Cancel by Feb. 13, 2012 \$50 penalty
- Cancel Feb. 14– 19, 2012 \$100 penalty
- If not cancelled by Feb. 19, 2012, total forfeiture of registration (Note: if another individual from the same office is substituted, there is no penalty.)

**A refund will be issued according to postmarked date on the envelope. (No faxes will be accepted.) No refunds will be issued for one-day registrations, guest registrations or extra meal tickets purchased.** TAAD will process refunds after the conclusion of the conference.

## Parking

Self-parking for guests at the Marriott Westchase Hotel is free. Valet parking is also available.

## Conference attire

Suggested dress for conference sessions is business casual attire. On Monday, let's all **"Show Our Colors"** by wearing an item with your respective business or appraisal district's logo.

## CE credit

Each individual has the responsibility of signing and returning to TAAD the CE request form prior to conference adjournment. **TAAD cannot accept late requests for CE credit.**

