

# Administrative Reminders...

**OBSERVE** cell phone etiquette at all time – turn them to “vibrate.”

**RESPECT** the scheduled timelines for all breaks, meals and sessions.

**USE** the stand-up mics provided for your questions and comments, so everyone can hear and for more efficient audio recordings.

**COMPLETE** the electronic evaluations that will be emailed to you throughout the conference – your feedback is important to us!

**CHECK OUT** before or during breakfast on Saturday, as you will have limited time during the breaks to do so.

**USE** the drop box located in the hotel lobby for your room keys and avoid the checkout lines (if you do not require a printed invoice or to update your payment method).