

Conference Administrative Reminders

- Observe **cell phone** etiquette - turn them to vibrate during the sessions.
- Use the **stand-up mics** in the room for questions and comments so that everyone (including virtual delegates) can hear you.
- Respect the **scheduled timeline** for all breaks and meals so that sessions can begin and end on time.
- **Check out** before breakfast on Sunday, as you will have limited time before noon to do so. You can store your belongings in the storage room located near the meeting room.
- If you don't require a printed invoice or have any incidentals to pay for, use the **dropbox** for your keys located in the hotel lobby and avoid the checkout lines!

Thank you,

