



## ANNUAL CONFERENCE POLICIES

### Registration

Conference registration includes access to all educational sessions, provided speaker handout materials, and scheduled meals. Registration by the Early-Bird Deadline entitles an attendee to a \$50 savings.

During the online registration process, individuals should select the registration category that pertains to his/her organization. All registrations are subject to review, and incorrect fees will be adjusted by CCWC staff.

If you are registered but are unable to attend, you may provide us with a substitute from your organization by e-mailing [mandy@ccwcworkcomp.org](mailto:mandy@ccwcworkcomp.org). If you do not have a substitute for your registration and need to submit a cancellation request, you may do so in one of the following ways:

- By e-mail: [mandy@ccwcworkcomp.org](mailto:mandy@ccwcworkcomp.org)
- By U.S. mail: California Coalition on Workers' Compensation  
1415 L Street, Suite 1000  
Sacramento, CA 95814

The following **cancellation policy** applies to attendees:

- Cancellation requests received at least three weeks prior to the first day of the conference will receive a full refund.

Name badges are non-transferable and are required for admission to all conference sessions, the exhibit hall, special events, and all areas reserved for CCWC conference participants at the hotel.

### Hotel Accommodations

The California Coalition on Workers' Compensation (CCWC) has negotiated a special group rate at two *Disneyland Resort*® hotels for **paid conference registrants**. The hotels include *Disney's Grand Californian Hotel*® & Spa at a rate of \$219, plus tax, and the *Disneyland*® Hotel at a rate of \$234, plus tax.

To ensure every paid conference participant is able to take advantage of the CCWC discounted room rate, CCWC reserves the right to review its rooming list at *Disney's Grand Californian Hotel*® & Spa and the *Disneyland*® Hotel to match **with paid conference registrations**. Each paid conference registrant is entitled to **one (1) hotel room reservation** over the conference nights at Disney's Grand Californian Hotel & Spa OR the *Disneyland*® Hotel at the special group rates. Paid, day pass registrants are entitled one (1) room for a one-night stay at the host hotel at our negotiated room block rate.

Shoulder nights at the host hotel may also be reserved within the group room block, depending on availability. Once the group rate is sold out, paid registrants must pay the best available rate.

If a paid conference participant requires an additional room for an extended family member or guest, we ask that the room be reserved at one of the [Good Neighbor Hotels](#) nearby, so as to not impact the CCWC guest room blocks.

The policy on hotel accommodations is subject to change, and updates will be posted on the CCWC conference page.

### **Presentation Proposals and Speaker Policies**

The Conference Committee reserves the right to select topics for the conference program. Outside presentation proposals may be submitted by December 1 for the following year's conference. These will be presented to the Conference Committee for review and are subject to the committee's approval. Only the most relevant topics to benefit our audiences will be seriously considered, and self-promotion is strictly prohibited.

General/concurrent session speakers and moderators will be offered a complimentary conference registration, should their schedule allow them to participate beyond their presentations. Speakers/moderators must complete the online speaker registration form to provide name badge information and indicate their level of participation.

If a confirmed speaker/moderator is unable to participate, he/she must inform their Conference Committee liaison immediately and suggest a replacement for the approval of the liaison.

PowerPoint presentations and handout materials will be posted to the CCWC website within 1-2 weeks after the conference. Because CCWC chooses to be a "green" meeting, we do not print PowerPoint presentations or handout materials for attendees. Should a speaker choose to provide materials onsite at his/her expense, he/she may contact the CCWC conference manager for the appropriate quantities.

All speakers are responsible for their own hotel and travel arrangements and expenses. CCWC will consider covering one night's lodging and coach travel expenses for general session speakers upon request. If a speaker is offered two nights' lodging, travel expenses will not be reimbursed.

All speakers are invited to the CCWC Members-Only Reception in appreciation for their participation in the conference. Unfortunately, CCWC is unable to extend this invitation to any speaker's colleagues. However, the reception is open to any CCWC members as part of their conference registration.

### **Photo Reproduction Policy**

CCWC reserves the right to use any photo or video image recorded at the CCWC annual conference Legislative & Educational Forum. By registering for the conference, you hereby acknowledge and agree that CCWC may photograph you at this event, as well as use the photographs in any publication or media for future educational and promotional activities/materials, without further notification or any compensation to you.

For example, the selected images will assist in the promotion of future CCWC events and may be used in professional displays, advertisements, printed publications, and/or on the CCWC website. You also acknowledge and agree to waive any right to inspect or approve any future educational and promotional activities/materials that may include photographs and/or video recordings of you.

### **Exhibitor Conditions and Agreement**

Please be advised of the following clauses extracted from the full document that can be viewed [here](#).

**QUIET HOURS:** CCWC's main Expo Hall and all general sessions occupy the same open air meeting space. **CCWC REQUIRES ALL EXHIBITORS TO COMPLY WITH QUIET HOURS AND NOT SPEAK OR NETWORK INSIDE THE ROOM DURING ANY AND ALL PRESENTATIONS IN THAT SPACE.**

NONCOMPLIANCE WILL RESULT IN THE EXHIBITOR NOT BEING ALLOWED TO EXHIBIT AT FUTURE EVENTS IN THE FOLLOWING YEAR.

**INSTALLATION AND DISMANTLING:** CCWC will supply the specific requirements as to the time for installing and dismantling exhibits prior to the event. Such requirements shall be binding upon the exhibitor as though fully set forth herein. All displays must be in place and set up by the official opening of the show. Exhibits and personnel are to remain on the floor until the end of the show. Any exceptions will need the approval of Exhibit Management. NONCOMPLIANCE OR TEARING DOWN DURING GENERAL SESSIONS OR EXHIBITING HOURS WILL RESULT IN THE EXHIBITOR NOT BEING ALLOWED TO EXHIBIT THE FOLLOWING YEAR.

**Set-Up & Teardown (with additional set up time!):**

Exhibitor representatives may begin setting up their exhibits Tuesday, July 11<sup>th</sup> beginning at 12 noon as well as the traditional set up time on Wednesday, July 12 between the hours of 8:00 a.m. – 10:00 a.m. Exhibit teardown starts at 5:30 p.m. on Thursday, July 13<sup>th</sup>.

**Name Badge Policy:**

Please wear your name badge at all times while participating in or walking around designated conference areas. CCWC does not allow badge sharing. If you have additional representatives attending the conference, they must register for the event.

**Name Badge Corrections:**

If you need a name badge correction, please proceed to the registration desk and a staff member will take care of you.

**Security:**

Hotel staff will lock the Exhibit Hall and the entire conference area known as the Sequoia Ballroom Foyer overnight. **However, neither CCWC nor Disney's Grand Californian Hotel® & Spa can be held responsible for anything lost or stolen. This includes cell phones left at the charging station.** Therefore, please DO NOT leave anything of value inside the Expo Hall or anywhere in the Sequoia Ballroom Foyer area.

The following **cancellation policy** applies to exhibitors:

- Cancellation requests received at least six weeks prior to the first day of the conference will receive a full refund.

Sponsors and exhibitors receive one pre-conference attendee list, which is intended for only marketing purposes pertaining to the CCWC Annual Conference. This list includes all contact information. Sponsors and Exhibitors cannot distribute this list to anyone or use for anything other than marketing for the conference. They will receive the final list of attendees one week after the conference.

**Members-Only Reception**

CCWC members are invited and encouraged to attend our Members-Only Reception, which occurs the Thursday evening of the conference. Attending this networking event is a privilege and benefit to all CCWC members. Members may be accompanied by their significant others, and a nominal fee will be charged in advance or onsite.

CCWC members must wear their conference badge to enter the Members-Only Reception.

**Other Organizations' Events**

Other organizations who wish to host an event during the conference must schedule it for a time that does not conflict with the CCWC Members-Only Reception or any other CCWC Annual Conference event. The organization must also notify the CCWC Event Director in writing about this event, prior to announcing it. Other organizations may also not brand their event as part of the CCWC conference.

If you have questions regarding these policies, please contact Association Services Coordinator Mandy Puliz at 916.441.4111 x3 or [mandy@ccworkcomp.org](mailto:mandy@ccworkcomp.org).