



Registration Information

REGISTRATION DESK

The registration desk will be located in Grand Ballroom Foyer, Hyatt Regency Chicago, East Tower.

HOURS OF REGISTRATION

Wednesday, October 8, 2014	Noon to 7:00pm
Thursday, October 9, 2014	7:30am - 4:30pm
Friday, October 10, 2014	7:30am - 3:30pm
Saturday, October 11, 2014	7:30am - 1:00pm

FEE INFORMATION

Registration Fee Includes: AIRA Opening Reception, Conference Educational Program, Continental Breakfasts and online Materials. Spouse Fee Includes: AIRA Opening Reception and Continental Breakfasts. Registrant and registered spouse may also purchase tickets for the Final Night Dinner, Breakfast and Luncheon Programs and Tours.

CANCELLATION AND REFUND POLICY

All cancelled registrations are subject to a \$100 processing fee (no matter when cancelled) and will be granted only if written requests are received PRIOR to September 8, 2014. No refunds will be granted after September 8, 2014, except in the case of a medical emergency or a death in the family. For more information regarding administrative policies such as cancellation and refund, please contact the NCBJ office at 949-497-3673 X 102. Fax cancellations to 949-497-2623. Breakfasts, Luncheons, & Final Night Dinner are NON-REFUNDABLE after September 8, 2014. Tours are non-cancellable/refundable after 9/2/14.

Cancellation of a spouse registration fee is subject to a \$25 processing fee (no matter when cancelled) and will be granted only if written requests are received PRIOR to September 8, 2014. The other restrictions listed above also apply.

SUBSTITUTIONS AND WALK-INS

Substitutions of registrants may be made prior to September 8, 2014 for no additional fee. Substitutions AFTER September 8 will be subject to a \$100 processing fee. WALK-IN registrants may register at the door for \$975.

NAME BADGES

Changes or replacements on site are \$20. No charge for corrections due to typo errors. Name BADGES MUST BE WORN TO ALL NCBJ SPONSORED EVENTS.

CHICAGO TOUR INFORMATION

The Tours described in this brochure must be signed up for on-line or on the Tour Registration Form, which can be found on the NCBJ website: www.ncbj.org. Tours must be paid for in advance and included with your registration fees. Tours not meeting minimum participations may be cancelled and your money refunded. Some tickets may be available at the registration desk. Tickets are NON-REFUNDABLE after 9/2/2014.

HOTEL INFORMATION

Checking out earlier than your reservation check out date will be subject to a charge to you of one night's room rate. Please correct any arrival/ departure dates 7 days in advance.

THE GROUP BLOCK CUT OFF DATE IS 9/12/14.

The NCBJ host hotel is the Hyatt Regency Chicago. A block of rooms has been reserved for \$269 per night plus taxes. Please contact the hotel directly by either phone (312-565-1234) or from the HYATT LINK ON OUR WEBSITE INVITATION.

TRANSPORTATION BETWEEN AIRPORT & HOTEL

Taxis are approximately a 30-40 minute commute and approximately \$50. Valet parking is available at the going rate. There are also several city parking garages nearby. See ncbj.org for more transportation information.

CONFERENCE ATTIRE

AIRA Opening Reception: Casual

Tours: Casual, with GOOD walking shoes

Educational Sessions: Casual

Final Night Dinner: Dressy Casual (jackets not required) and dancing shoes.

CLE/CPE EDUCATION CREDIT

CLE: You must fill out the grid and return it to NCBJ.

CPE: Also complete the grid - CPE credit will be awarded by AIRA (not NCBJ). You must identify yourself as requesting CPE credit on your grid. A full listing of CLE credit hours will appear in your registration materials. If you are planning on attending the CLLA or ABA programs for CLE credit, please contact those organizations directly for details. Be sure to include your BAR/CPA number(s) on your registration form.

GRID and CERTIFICATES OF ATTENDANCE for CLE

All NCBJ CLE Certificates of Attendance or scan cards will be in your registration packets. Please follow the directions for your state(s). Complete the grid given out at registration and TURN IT IN prior to your departure. **Your certificate of attendance for states requiring them WILL BE IN YOUR REGISTRATION ENVELOPE. NCBJ files reports with all states on Nov. 7, 2014. After that you will need to self-report to your state for credit.**

ADDITIONAL INFORMATION

Fax: 949-497-2623 | **Tel:** 949-497-3673 | www.ncbj.org

- Hotel Reservation, CLE & Tour Questions
Rebecca Meekma x 102
- Executive Director
Jeanne Sleeper x 300