



*Harbor House
Law Press, Inc.*

CONTACT INFORMATION

Conference Name: _____

Sponsor Name: _____

Conference Date: _____

Contact Names:

1. _____ Email: _____

Daytime Telephone: _____

Cell: _____

2. _____ Email: _____

Daytime Telephone: _____

Cell: _____

Organization Website: _____

Fax Number: _____

Thank you for filling out the contact information form. Please return form by fax or email attachment. Remember to type in caps CONFERENCE (YOUR STATE) (YOUR CITY) (CONFERENCE DATE) and subject in lower case when sending conference related emails. Example: CONFERENCE HI MAUI 5/25/2011 brochure

NOTE: Personal contact information will not be posted on the website.

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YOUR CONFERENCE PAGE

We design a unique page for every Wrightslaw conference and training program. The purposes of the page are to create interest, provide information, and answer frequently asked questions.

Please take a few minutes to answer as many of these questions as you can. You may not have some of this information now. As new information is available, please update the form and send it to me so we can keep the information on your conference page current.

NOTE: We need to approve all registration websites, brochures, flyers and registration forms before they are printed and/or distributed! All conference pages should have a printable registration form along with a brochure and or flyer. If you need assistance with this, please let me know.

1. Conference Facility. Please provide the name, address, and phone number of the conference facility. What is the **maximum** capacity of the facility? If you have an image of the facility, please send it. If you do not have an image, please contact the venue.

2. Contact Information. Please provide contact information, including phone or fax numbers, and an email address. This information **WILL** be listed on your page and the Wrightslaw website so people can contact you when they have questions.

3. Parking. Will parking be available at the conference? Is the parking free?

- a. If there a parking fee, how much is it?
- b. If parking is not available, where do you suggest that people park?
- c. Please provide information about public transportation, if appropriate.

4. Scholarships. Are scholarships available?

5. Accommodations. If someone requires a sign language interpreter or other accommodations are needed, this should be addressed early on. We suggest the following language be added to your Wrightslaw conference page and your own website... **"Special Needs Accommodations? - Contact XXX via email no later than XXX date"**.

6. Hotels. Will you seek out accommodation rate reductions for registrants? If so, please provide name, address, telephone number of the hotel and reduced fee amount. Please to include the code and a cut-off date, if provided with one.

7. Lunch & Refreshments. Will refreshments be available in the morning? Will lunch be available? If so, is there a charge or is this free for people who attend the program?

8. Airport. What is the closest major airport (or airports)? How many miles between the airport and the conference location?

9. Credits/Units. Will you offer Continuing Legal Education credits (CLEs)? (Credits make it likely more attorneys will attend) If you want to offer attorney credits, we will submit the application and provide you with sponsor obligations. Each state varies in submission fees and sponsor obligations. **Note:** In some states there are no minimum continuing legal education (MCLE) requirements for attorney's. Ask me about this.

Will you offer Continuing Education Units (CEU's)? Delta State University provides continuing education units for Wrightslaw trainings. The units provide credit for practicing teachers and CEU's for a variety of professionals who need to document their professional development hours. We submit the application and provide you with sponsor obligations. The cost per attendee is \$20.

10. Online Registration. Will you be offering online registration on your website? Online registration is the most convenient way to register. One way to accomplish this is through PayPal. This service provides an all-in-one solution for accepting fees online. EventBrite is another source for online registration.

11. Registration Fee's. What are your registration fees? Will you offer an Early Bird? To help generate early registrations, we are now offering PDF copies of two of our books for those who register by a predetermined date (early bird) (date set by you). Files will be provided to you when the time comes. Titles will rotate in availability.

If there is other information that you want to include on your conference page, please include the information here: