

## Conference Guidelines

### Participants

- We have limited space in the conference room. Registration will be on a first come, first basis. Reserving seats will not be allowed. If you are in a group, please arrive early together.
- 13 years of age and older are only allowed to register. (Due to limited seating) We will have overflow rooms and the conference will be broadcasted.
- Conference items will be limited to (one) registered participant. You cannot ask for extra items for people who are not attending the conference.
- Do not lose your **Name tag**. Your name tag is your security access to roam the upper level.
- Do not use empty seats to hold your personal belongings.
- Please let registration staff know if you need special accommodations.
- You may be asked to move to another seat to accommodate other participants with special needs. (Vision, hearing, mobility impairment)
- Wi-Fi onsite.
- Please silence your phones.
- Please take your calls outside the conference room.
- Alcohol or drugs are not allowed on the premises.
- Please be respectful to patients. The clinic will be open during the conference.
- Please be respectful to staff.
- Any violation of guidelines, you will be asked to leave.

### Vendors

- Do not lose your **Name tag**. Your name tag is your security access to roam the upper level.
- Your space will not exceed the table width.
- Electricity will not be provided.
- Two (2) chairs will be provided at your table.
- We will have Wi-Fi onsite.
- Alcohol or drugs are not allowed on the premises.
- Please be respectful to patients. The clinic will be open during the conference.
- Please be respectful to staff.
- Please clean your area after the conference.
- Any violation of guidelines, you will be asked to leave.