

GENERAL CONFERENCE INFORMATION



Please take a moment to read the information below regarding the 2019 IRC Conference.

- **IRC Conference is an Open Forum**

The IRC Conference serves as an open forum and exchange of ideas and opinions. Opinions that are expressed by program presenters and participants do not reflect endorsements by the Illinois Reading Council.

- **Conference Sessions**

All conference sessions will be held in the Peoria Civic Center and Peoria Marriott Pere Marquette Hotel.

- **Pre-Registration & Registration**

Pre-registered conferees may obtain their registration packets at the Registration Desk in the Peoria Civic Center Terrazzo Lobby. On-site registration is also available. Hotel reservations and meal function tickets should be secured prior to arrival in Peoria. Registration Hours: Wednesday, October 2 – 5:00 p.m. - 9:00 p.m. Thursday, October 3 – 7:00 a.m. - 2:00 p.m. Friday, October 4 – 7:00 a.m. - 2:00 p.m.

- **Admission to Meetings**

Paid conferees receive a badge with their registration packet. Badges are required at all times and for all conference functions. Seating will be on a first-come, first-served basis. Pre-purchased tickets are required for all meal functions.

- **Special Accommodations**

Individuals who need special accommodations should make specific requests in writing to the IRC office three weeks prior to the conference in order for their needs to be met.

- **Food**

All scheduled meal functions require pre-purchased tickets. The concession area in the Civic Center will be open during exhibit hours. Peoria restaurant information will be available at the hospitality table in the Peoria Civic Center Terrazzo Lobby.

- **Hospitality & Information Table**

A hospitality and information table is located in the Peoria Civic Center Terrazzo Lobby.

- **Message Board**

There will be a message board for conferees to leave notes in the registration area at the Peoria Civic Center. A phone line (309-680-3621) has been established at the Registration Desk to receive emergency phone calls.

- **Lost and Found**

Inquire at the Registration Desk in the Peoria Civic Center regarding lost and found items. IRC is not responsible for lost or stolen items.

- **Shuttle Service**

Some of the East Peoria Hotels will provide guests with complimentary shuttle service to and from the Peoria Civic Center. Shuttle arrangements can be made directly with the front desk at each hotel. The Peoria Civic Center also has over 700 FREE parking spaces in the Marquee and Fulton Parking Lots.

- **Preliminary Program Book**

In accordance with ILA guidelines, individuals have not been designated by titles. Acknowledgments to publishers and other companies for sponsoring speakers and special events are current as of this printing. **Information in this preliminary program is subject to change.**

- **No Smoking**

In consideration of others we request your cooperation in observing the NO SMOKING regulations inside buildings.

- **Cell Phones**

Please silence phones during sessions at the conference.

- **Videotaping/Audiotaping/Photos**

Unless notified in writing, registration to the conference constitutes an agreement that the registrant's image, likeness, and appearance can be used in photographs of such events and activities. It is also not permitted to videotape, audiotape, or take photos of conference speakers without the speaker's consent.

- **Anti-Harassment Policy**

The Illinois Reading Council (IRC) does not allow harassment or discrimination of any kind at any IRC affiliated event. IRC and its affiliates will take appropriate and immediate action in response to complaints or knowledge of violations of this policy including expulsion from the event. To report an issue, please visit the Event Registration Desk.

- **Cancellation/Refund Policy**

Conference refund requests must be in writing and postmarked by September 1, 2019. Requests can also be faxed to (309) 454-3512 or emailed to irc@illinoisreadingcouncil.org. A \$25 processing fee will be assessed. Please note that membership fees are non-refundable. Conference registrations are transferable, but replacement names must be requested by September 1, 2019.