



# FREQUENTLY ASKED QUESTIONS

## 2020 Kairos Annual Conference

### REGISTRATION

**Disclaimer:** By registering to attend this conference you give consent to Kairos to publish your name, state, email address and phone number for distribution in the conference registration packet. By taking part in this event you grant the Kairos full rights to use the images/recordings resulting from the photography/video filming, and any reproductions or adaptations for fundraising, publicity or other purposes to help achieve Kairos objectives. This might include (but is not limited to), the right to use them in their printed and online publicity, social media, press releases and funding applications. Exclusion requests must be made in writing 30 days prior to the conference.

#### Where can I find information about the conference and the registration form?

Information can be found on the [www.mykairos.org](http://www.mykairos.org) website under the Annual Conference tab.

#### When should I register for the conference?

Registration is open until June 21, 2020. Registrations received after this date are subject to availability and will incur a \$100 late fee. We cannot guarantee rooms with the hotel after this date. The registration deadline is end of day July 17, 2020.

#### What are the room types available?

- Single – includes a King size bed.
- Double – includes two Queen size beds.

#### Does my spouse have to fill out a registration form if they are coming but not attending the conference?

Yes, everyone staying at the hotel must complete a registration form. If your spouse is not attending the conference, then they should register as a commuter. The person attending will need to register at the single rate. If your spouse is not attending or eating, indicate that on the registration form. They will not be allowed in any Kairos areas including dining areas or any events. You will not be allowed to take an extra plate of food back to your room for your spouse as the hotel counts plates and charges us accordingly.

#### When should I arrive at the conference?

**Board members** should arrive on Tuesday. The first meeting starts on Tuesday at 4:00 pm.

**International Council members** should arrive on Tuesday afternoon or evening. The first meeting is on Wednesday at 8:00 am.

**State Chairs** should arrive on Wednesday. The first meeting is on Thursday at 8:00 am.

**Volunteers** should arrive on Thursday. Dinner begins at 5:00 pm, followed by the General Session and Memorial Service. The program concludes for the day at 9:30 pm. Worship starts at 8:00 am each day. Workshops begin on Friday at 8:45 am until 4:45 pm, followed by dinner and General Session which concludes at 9:30 pm. Workshops resume on Saturday from 8:45 am to 11:45 am, followed by lunch. The conference concludes at 1:00 pm on Saturday.

#### What time should I schedule my return flight?

The airport is adjacent to the hotel. You should allow 2 hours to clear security to make your flight. Plan flights for 2:30 pm or later on Saturday.

### PAYMENT OPTIONS

#### What types of payment do you accept?

**Self-pay:** Check or credit card payment. Please do not prepay for the conference if you know that the State or Advisory Council is paying for you.

**Bill to State or Advisory Council:** If your State or local Advisory Council is paying, check the Bill to State box on the registration.

**Late fees are charged because we are charged after the cutoff date.**

### TRANSPORTATION & PARKING

#### Will there be a shuttle to transport?

Yes, the Crowne Plaza hotel provides 24-hour, complimentary shuttle service to/from the Louisville International Airport (SDF) subject to availability.

#### I am driving to the conference, will there be parking available?

Yes, free parking is available subject to availability.

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### HOTEL

#### What time can I check in to the hotel? Is there a charge for early checking in or late checkout?

Guests may check into the hotel after 3:00 pm. Checkout time is prior to 11:00 am. **The charge for late check out is a full day's room rate billed directly to your credit card.**

#### What amenities are included with the hotel?

- Basic internet service.
- 24-hour airport shuttle
- 24-hour access to the Business Center
- Free parking (subject to availability)
- Indoor/Outdoor pool (10 am – 10 pm)

### CANCELLATIONS

#### What if I must cancel prior to the conference?

All registrations cancelled within 72 hours of the conference date will be charged one full day's hotel room fee. Cancellations more than 72 hours from the conference will receive a full refund. All cancellations must be submitted to [andy@kpmi.org](mailto:andy@kpmi.org).

### MEALS

#### Why am I receiving a lunch ticket for Thursday?

This year we are providing a lunch ticket for Thursday to volunteers who are registered for Wednesday night. This is to ensure only people registered receive this meal. All others can go to the hotel restaurant for lunch.

#### Do I need to wear my name tag/badge?

Yes, name tags must be worn at all times. Your name tag is your ticket to meals and the conference. Anyone not wearing their tags will not be allowed to eat or attend any meetings or events.

#### What meals are included with the conference?

***Meals start with dinner on the date of your arrival. This is regardless of the time of day you arrive. Early arrivals may eat in the restaurant at your own expense.***

Full conference registrants will receive dinner on the day(s) for which they are registered\*, breakfast, lunch and light snacks on the following day.

Commuters will receive lunch, snack and dinner on the day(s) they are registered.

Morning and afternoon snacks will be light and simple. **If you require specific food or frequent snacks, please bring them with you.**

\***Monday** registrants please note dinner Monday and breakfast and lunch on Tuesday is **not** provided. You will have dining options in the hotel at your own expense.

\***Saturday** night registrants please note that dinner is **not** provided. The conference concludes at 1:00 pm after lunch. All subsequent meals are at your own expense.

#### Do I need to leave a tip?

No, all gratuities are included in your registration fee.

#### What is the food policy?

We are charged for food based on counts provided in advance to the hotel. We are locked into the charge whether you eat or not. Conversely, if you are not registered and you eat, we get charged for it based on actual counts. Food at breaks will be light to manage costs.

### SCHEDULES

#### What is the schedule for the conference?

**Tuesday** – Board meeting begins in the afternoon.

**Wednesday** – Board and International Council meetings.

**Thursday** – State Chairs, Board and International Council committee meetings; Conference begins with Dinner, General Session and Memorial Service (ends at 9:30 pm). \*\*

**\*\*Memorial Service: Everyone should provide their State Chair with names of volunteers that have passed during the year to be honored.**

**Friday** – State Chairs meeting, Workshops, Dinner and General Session (ends at 9:30 pm).

**Saturday** – Board meeting and Workshops. Conference concludes as 1:00 pm.

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### WORKSHOPS

#### **What workshops are being presented and what is the schedule for the workshops?**

The workshop lineup is being developed. We will post it online as soon as it is finalized.

Workshops will be presented all day Friday and half a day on Saturday.

#### **Do I need to register for the workshop sessions?**

No, most workshops will be presented twice.

#### **What should I bring to the Workshops?**

You should bring your own pen and notepad. Also, bring a sweater as the meeting rooms are kept cool.

#### **How can I get a workshop presentation or handout?**

All workshop presentations are posted online shortly after the conference. Handouts are provided in the workshop and can be printed from the presentation after the conference.

### DRESS CODE

#### **What is the dress code for the conference?**

The dress code is business casual including the dinner on Thursday and Friday evening. Appropriate business casual dress typically includes slacks or khakis, dress shirt or blouse, open-collar or polo shirt, optional tie or seasonal sport coat, a dress or skirt at knee-length or below, a tailored blazer, knit shirt or sweater, and loafers or dress shoes that cover all or most of the foot. Nice, non-faded, non-hole jeans are permitted during day events. No shorts. You may want to bring a sweater as the temperature is traditionally cool in the meeting rooms.

### INTERNET

#### **Will I have access to wi-fi?**

Yes, basic wi-fi is included free of charge in the guest rooms and common areas of the hotel. High speed internet is available at your own expense.

### **MORE QUESTIONS – Contact [Andy@kpmi.org](mailto:Andy@kpmi.org)**