

ATTENDEE FREQUENTLY ASKED QUESTIONS



What is included in the registration fee?

The registration fee includes conference materials and all meals Wednesday and Thursday along with breakfast on Friday. Registration paid before the early registration deadline will receive the discounted rate of \$150. Outstanding registrations will be billed \$200 after the registration deadline to cover any additional costs incurred by CIB.

When can I pick up conference materials?

Pre-registration will be Tuesday from 3 pm until 7 pm in the vendor exhibit lobby. Registration will resume on Wednesday morning at 7:00 am in the Cayuga room.

What are the conference hours?

Wednesday 8:00 am until 7 pm, Thursday 8 am to 5 pm and Friday 9 am until noon. In addition there will be a networking session on Thursday evening from 7:30 pm until 11:30 pm. Breakfast serving begins at 6 am each day, including Wednesday.

Will there be vendors at the conference?

The majority of our attendees consistently indicate they appreciate the presence of vendors at the conference. Also vendors help in keeping the registration fees down for our attendees.

Will there be a computer lab?

A computer lab will be available during the conference in the Cayuga room, normally opening each day no later than 8 am until 5 pm, closing Friday at 11 am.

Is training credit available towards my annual in-service requirements?

Yes, as long as your agency administrator indicates such for your department. Certificates are available upon request by contacting Sara Phelan at phelansm@doj.state.wi.us to make arrangements.

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What if I require a special diet?

The majority of the conference meals are buffets so you will be able to make your own choices. For those meals that are not buffets we will have a vegetarian option available.

I cannot attend the entire conference. Can I attend on specific days only?

Yes, contact Sara Phelan at phelansm@doj.state.wi.us to make arrangements. The daily attendance fee is \$70.00. Those wishing to attend only the TIME System Interface & Security session or the Criminal History Records session may do so at no cost.

What is dress code for the conference?

As always dress is business casual.

Due to conflicts I need to cancel my attendance. Can the registration fee be refunded?

Registration fees are refundable through August 29th. Due to required guarantees for meal counts registration fees cannot be refunded after that date. You may substitute another person at any time.