

## **CEO Conference Attendee Information**

### **ADA Compliance**

The conference rooms are accessible. If other reasonable accommodations are needed to enable you to fully participate in the conference, please be sure to indicate this on your online registration and/or email CEO at CEOConferenceRegistration@c-e-o.org. Some one from CEO will contact you.

### **Attire**

Attendees' attire should be proper and appropriate as it reflects directly upon your school, your chapter, your faculty and CEO National. Attendees are strongly encouraged to wear appropriate business "casual" to business attire to all conference sessions. There will be many special guests in the audience and it is to everyone's advantage to dress appropriately for all conference events.

### **Common Sense Safety Tips**

- For security purposes, wear your conference badge at all times, while attending all CEO events.
- Do not wear your conference badge around town.
- Be aware of your surroundings. Chicago is a large metropolis with many good neighborhoods and some bad neighborhoods. Stay in groups and watch out for each other.
- Do not give out your room number to strangers, do not leave public establishments with strangers or invite them to your room.
- Keep valuables and extra cash in a hotel safety box.
- Keep your room key with you.
- Do not leave your hotel room door open while you visit other rooms.
- Carry a belt pack or a small purse that falls under your upper arm. Long straps are easy targets.

### **Conduct Code**

Fortunately, we have not had any major problems nor incidents at any of the past conferences but we kindly ask for your promptness, attention and respect for all conference keynotes, breakout sessions, contest events and exhibitors. Remember, you are representing not only CEO, but your respective college/university and all other CEO members at this conference event.

1. Your behavior at all times should be such that it reflects credit to you, your college/university, your state and CEO.
2. Your conduct is your own responsibility. Students should keep their advisors informed of their activities and whereabouts.
3. Attendees are expected to attend all general sessions and other scheduled conference activities. Please be prompt and show respect to those in the audience, presenting and to CEO Staff.
4. The general sessions should be enthusiastic but attendees must not be rude or obnoxious to those in the audience, on stage or to CEO Staff.
5. Turn off your cell phone while in sessions, including meal sessions.
6. Attendees are to report any accidents, injuries or illness to their chapter advisor and/or CEO Staff immediately.
7. Name badges are to be worn at all times while at the Conference.
8. Attendees' attire should be proper and appropriate as it reflects directly upon your school, your chapter, your faculty and CEO National.

### **Lost and Found**

Found items can be turned in to CEO Staff at the CEO registration desk. CEO Staff will turn over any items unclaimed at the end of the day to "Lost and Found" with either Hyatt Hotel or McCormick Place Convention Center.

You can check on lost items at the CEO registration desk or with "Lost and Found" with either Hyatt Hotel or McCormick Place Convention Center. You will need to be able to describe specifically the item lost.

Please keep valuable and extra cash in a hotel safety box. Please watch the placement of your cell phone, as many were misplaced last year.

### **Meals Included**

Each day you are on your own for Breakfast and Coffee.

The Hyatt offers a full service restaurant and coffee shop on the lobby level. The McCormick Place Convention Center has a food court located on the 2nd Floor of the West Building. CEO events will be taking place on the 1st Floor of the South Building.

#### **FULL CONFERENCE registration includes:**

Lunch on Friday and Saturday

Dinner on Friday

#### **ONE-DAY CONFERENCE registration includes:**

Lunch on the specific day (Friday or Saturday)

Dinner on Friday (if registered for Friday Only)

### **Name Badges**

For conference activities, please wear your name badge in plain sight to ensure your admittance to conference functions. Replacement badges are \$5.00 and can be obtained at the Conference Registration desk with proper identification.

### **Permission to Participate in Photos**

Please be advised, still, video, broadcast, and/or sound recordings may be made of the conference. Attendance at this conference is voluntary and regarded as permission to participate in still, video, broadcast, and/or sound recordings.

### **Seating at Sessions**

The name badge serves as the entry to all official CEO conference functions. Seating at the various sessions is on a first come basis.

It is important to remain seated until the end of the session. The general sessions should be enthusiastic but attendees must not be rude or obnoxious to those in the audience, on stage or to CEO staff members.

As common courtesy, please remember to turn off your cell phone while in sessions, including meal sessions.

### **Special Dietary Needs**

If you have specific dietary requirements/restrictions, please be sure to indicate this on your online registration and/or email CEO at [CEOConferenceRegistration@c-e-o.org](mailto:CEOConferenceRegistration@c-e-o.org). A CEO representative will contact you.