

GENERAL CONFERENCE INFORMATION



Please take a moment to read the information below to **EXPLORE** and **EXPERIENCE** LITERACY OUTSIDE THE BOX! at the 2011 IRC Conference.

- **Meetings**

Meetings will be held in the Prairie Capital Convention Center, the Abraham Lincoln Hotel, and the Hilton Springfield Hotel.

- **Pre-Registration & Registration**

Pre-registered conferees may obtain their registration packets at the Registration Desk in the Prairie Capital Convention Center Lobby. On-site registration is also available. Hotel reservations and meal functions tickets should be secured prior to arrival in Springfield. Meal functions usually sell out early.

Registration Hours:	Wednesday, March 16 – 5:00 p.m. - 9:00 p.m.	Friday, March 18 – 7:00 a.m. - 2:00 p.m.
	Thursday, March 17 – 7:00 a.m. - 2:00 p.m.	Saturday, March 19 – 7:00 a.m. - 9:00 a.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 Convention Center will be open during exhibit hours. The Abraham Lincoln Hotel will offer a cash Continental Breakfast on Thursday, Friday and Saturday mornings. Springfield restaurant information will be available at the hospitality table in the Convention Center Lobby.

- **Hospitality & Information Table**

A hospitality and information table is located in the lobby of the Prairie Capital Convention Center.

- **Message Board**

There will be a message board for conferees to leave notes in the registration area at the Convention Center. A phone line (217-788-8836) has been established at the Registration Desk to receive emergency phone calls.

- **Lost and Found**

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

- **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.

- **Shuttle Service**

IRC will provide free shuttle service between the hotels/motels on the IRC Housing Form and the Prairie Capital Convention Center on Thursday and Friday. The Shuttle Schedule will be printed in the program book. Please note that all hotels have shuttle service information. On Saturday, there are many parking options available and on-street parking is FREE!

- **Preliminary Program Book**

In accordance with IRA 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.

- **Cancellation/Refund Policy**

Conference refund requests must be in writing and postmarked by March 1, 2011. 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 registration is transferable and replacement of names must be requested by March 5, 2011.