

2011 Summit – Michigan Emergency Management Conference Frequently Asked Questions

LOGISTICS

- QUESTION: **What are the dates and location of the conference?**
ANSWER: Monday, October 10 to Wednesday, October 12, 2011, the Grand Traverse Resort in Acme, MI.
- QUESTION: **Are there special room rates at the Grand Traverse Resort for attendees of the conference?**
ANSWER: Yes, attendees of the conference receive a special room rate of \$65 per night, but attendees must contact the Grand Traverse Resort directly to receive this special room rate. Lodging information can be accessed at www.grandtraverseresort.com or 800-236-1577.

REGISTRATION

- QUESTION: **How do I register for the conference?**
ANSWER: The registration process is available online. You can access the online registration form at <http://www.michigan.gov/emhsd>.
- QUESTION: **Can someone else register for me?**
ANSWER: Yes, provided they have all of your information and workshop choices with your authorization to do so.
- QUESTION: **What is the registration fee?**
ANSWER: The registration fee is \$250.
- QUESTION: **How do I register under a region?**
ANSWER: **Each individual is responsible for payment of their conference registration fee. An invoice is available to print at the end of the online registration process.**

Each region may choose one of the following options to compensate individuals being paid for by the region:

- The attendee may pay their registration fee by check or credit card, then submit a copy of the invoice to the region for reimbursement;
- The attendee may indicate on their registration they will make payment by check, then provide a copy of their invoice to the region for payment;
- The attendee may provide a purchase order (PO) number as provided by their region, then provide a copy of their invoice to the region for payment; OR
- If a region would like to submit all of their attendee registrations together, they may develop a system to obtain information for their approved attendees (including workshop and meal choices), then submit them as a group registration. This will then allow for a single invoice to be printed at the end of the registration process and for payment submission.

- QUESTION: **Can I pay for my spouse/guest activities separately?**
ANSWER: Yes, if an attendee **selects a spouse/guest meal** for which they are obligated to pay, print the invoice at the end of the online registration process. Partial payment of \$25 can be made via **credit card or check** as described above.
- QUESTION: **When is onsite conference registration?**
ANSWER: There will be no onsite registration at the 2011 Summit Conference.
- QUESTION: **When is the last day to register?**
ANSWER: The last day to register is Friday, September 30.

QUESTION: **What should I do if I am unable to attend and I have already registered?**
ANSWER: Please send an e-mail to EMHSD-Conference@michigan.gov with a brief explanation of why you can no longer attend. Full registration fee refunds will be issued for cancellations made by 5 p.m. Eastern Standard Time on Friday, September 30, 2011. No refunds will be issued after September 30; however, substitutions are welcome. To register a substitute, you must return to your registration online and under the 'Actions' heading click Substitute. Then enter your substitute's information.

QUESTION: **How do I pay for the conference registration?**
ANSWER: There are two conference payment options; credit card or check.

You may pay using a **credit card** by completing the Credit Card Payment form available online at www.michigan.gov/emhsd. Instructions are included on the form.

If you choose to pay by **check**, please print a copy of your invoice after completing the online conference registration. The check should be made out to "State of Michigan." Mail the check, **with a copy of the invoice**, to the Michigan State Police - Cashiers Office, PO Box 30634, Lansing, MI 48909.

QUESTION: **How do I print a copy of my registration?**
ANSWER: To print a copy of your registration, you may click on the "Printable Schedule" tab, which is located near the top of the "Registration Details" page. This schedule includes each agenda course and the description of each course you have chosen. If you prefer a condensed version of your registration, you may click on the tab "Print My Registration."

QUESTION: **Will I receive a registration confirmation?**
ANSWER: Yes, you will receive an e-mail confirmation immediately after registering. If you do not receive a confirmation, please contact us at EMHSD-Conference@michigan.gov to assure you are registered.

CONFERENCE FORMAT

QUESTION: **What is the format of the conference?**
ANSWER: The conference consists of two full days, and one half day. The first day is a combination of general sessions for all attendees and one hour workshops which you choose to meet your training needs. The second day includes 2, 4, and 8 hour training courses to meet your training needs. The third day will include general session for all attendees.

QUESTION: **Am I required to attend every session?**
ANSWER: We recommend that you attend each session in order to maximize your benefits for attending the conference.

EXHIBIT HALL

QUESTION: **What are the Exhibit Hall hours?**
ANSWER: 8:00 a.m. - 5:00 p.m. on Monday, October 10.
7:30 a.m. - 1:30 p.m. on Tuesday, October 11.

QUESTION: **How do I register to be an exhibitor or sponsor?**
ANSWER: Exhibitor and sponsor registration is available online at <http://www.michigan.gov/emhsd>.

MEALS

QUESTION: **Will meals be provided?**
ANSWER: On Monday, October 10, lunch will be provided.
On Tuesday, October 11, breakfast, lunch, and dinner will be provided.
On Wednesday, October 12, breakfast will be provided.

NOTE: When registering for the conference, you need to sign-up for the evening meal on Tuesday, October 11.

DRESS CODE

QUESTION: **What is the appropriate attire for the conference?**

ANSWER: Business casual attire. Please keep in mind that conference room temperature can vary, so take this into consideration.

CONFERENCE MATERIALS/HANDOUTS

QUESTION: **Am I able to obtain a copy of the handouts ahead of time?**

ANSWER: The handouts will be distributed at the conference.

QUESTION: **Will I need to bring any materials with me?**

ANSWER: All relevant materials will be provided at the conference.

ADDITIONAL INFORMATION

QUESTION: **Who can I contact for additional information?**

ANSWER: Please e-mail registration inquiries to EMHSD-Conference@michigan.gov.