



FREQUENTLY ASKED QUESTIONS

2023 Kairos Annual Conference

REGISTRATION

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

Information can be found on the www.mykairos.org website under the Annual Conference tab.

EVERYONE must register to attend!

Registration is open until June 15, 2023. 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 final registration deadline is June 27, 2023.

What are the room types available?

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

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

Yes, everyone attending must complete a registration form. If your spouse is not attending the conference but wants to eat, then they should register for the spouse package. The person attending will need to register at the full 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 in time for dinner at 5:00 pm. The first meeting is on Wednesday at 8:00 am.

State Chairs should arrive on Wednesday in time for dinner at 5:00 pm. The first meeting is on Thursday at 8:00 am.

Volunteers should arrive on Thursday in time for dinner 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 4:30 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 a boxed lunch. The conference concludes at 1:00 pm on Saturday.

Note: No lunch or beverage break provided on day of arrival.

What time should I schedule my return flight?

You should allow 2 hours to clear security to make your flight. Plan flights for 2:30 pm or later on Saturday. There is no free shuttle service to/from the hotel. You must provide your flight information at the time of registration if you need transportation. Failure to provide the information will result in you having to obtain transportation at your own expense.

INTERNATIONAL TRAVELERS

Contact the Kairos office.

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, indicate the state or Advisory Council.

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

TRANSPORTATION & PARKING

Will there be a shuttle for transport at IND?

No, the Marriott hotel does not provide shuttle service to/from the Airport. Transportation will be provided by the Indiana State Chapter Committee if the travel information is listed on your registrations form. Any changes to your travel need to be reported to us as soon as you are made aware of it.

Failure to provide the information will result in you having to obtain transportation at your own expense.



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

Yes, free parking is available subject to availability.

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 4:00 pm. Checkout time is prior to 12:00 pm. Early check-ins are complimentary and based on hotel availability. **The charge for late check out is billed directly to your credit card.**

What amenities are included with the hotel?

- Basic internet service
- Free self-parking (subject to availability)
- 24-hour fitness center
- Indoor Pool

CANCELLATIONS

What if I must cancel prior to the conference?

All registrations cancelled on July 18th or later will be charged one full day's hotel room fee and the food and AV portion of the fee for each day registered. Cancellations before July 18th will receive a refund. **All cancellations must be submitted to andy@kpmi.org.**

No shows will be charged the full registration fee for each day registered as we will be billed for it.

MEALS

Why am I receiving a meal ticket for Wednesday and Thursday?

We are providing meal tickets for Wednesday and Thursday lunch. This is to ensure only people registered receive these meals.

What if I arrive in the morning or early afternoon?

- **Skylight Bistro & Wine Bar**, onsite restaurant
- **Grab and Go**, snacks and drinks
- **A list of local restaurants will be available at the registration booth**

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 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, and lunch on the following day.

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

Morning and afternoon breaks will consist of beverages only. If you need a snack, you can bring your own or purchase it at the Grab and Go.

***Monday** registrants please note dinner Monday and breakfast and lunch on Tuesday are **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.

What if I am have dietary restrictions?

Make sure you note it on your registration form and let one of the wait staff know when you come in to have your meal.

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.



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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.

MEETINGS

Can I attend the board meetings and/or other meetings?

Yes, all meetings are open, however, you may only observe. Please use the following meeting etiquette:

- You may only sit in the gallery (located in the back of the room)
- Silence cell phones
- No talking
- Questions and discussions are not open to guests
- No participation in the meeting
- Remain quiet

WORKSHOPS

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

The workshops are 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 evening. Friday evening's dress code is business casual or semi formal based on your preference. 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.

COVID Rules for Annual Conference

What are the COVID Rules for the Conference?

Guidelines will be determined based on current situation and CDC guidelines at time of conference.

MORE QUESTIONS – Contact Andy@kpmi.org