



## FREQUENTLY ASKED QUESTIONS (FAQ)

Direct further questions to Shawn Holahan ([shawn.holahan@lsba.org](mailto:shawn.holahan@lsba.org); 504.619.0153).

**The venue for the 2018 Conference is the  
SHERATON NEW ORLEANS (500 Canal St.; Third Floor; NOLA 70130; (504) 525-2500).**

### REGISTRATION and HOTEL ACCOMMODATIONS

1. ***How can I register for the conference?*** Register online through Feb. 12, 2018, at which time onsite registration will be possible by check only. We prefer online registration with a credit card. You may also complete the registration form and mail the appropriate registration fee by the deadline to the LSBA.
2. ***Will you accept credit cards?*** Credit card payment will be accepted online only, but no longer after Feb. 12, 2018. On-site registration is possible thereafter by check only.
3. ***May I pay by check?*** Yes. If it can be received before Feb. 12, 2018, send your check payable to the LSBA along with the completed online registration form. Note on the check that it is for the 11<sup>th</sup> Annual Solo and Small Firm Conference. After Feb. 12, 2018, you may register at the door with your check.
4. ***How much is the conference?***
  - LAWYERS: Until January 29, 2018, \$300. From Jan. 30, 2018, through February 12, 2018, \$350.00. Thereafter, on-site registration only for \$400.00 (payable by check only).
  - LEGAL ASSISTANTS AND LAW STUDENTS: Legal assistants and law students may attend for \$150/day (to register, contact Shawn Holahan, [shawn.holahan@lsba.org](mailto:shawn.holahan@lsba.org), (504) 619.0153).
  - Flash Drive with Materials: \$25
5. ***What does the registration fee include?*** All programming; electronic materials; Thursday's wine and cheese reception; and breakfast and lunch.
6. ***Is it possible for an attorney to register just for one (1) day, or part of a day?*** No. To keep costs down, we must adhere to the stated registration pricing.
7. ***What is the cheapest way to attend this conference?*** Register no later than January 29, 2018; download your own conference materials; enjoy the light fare breakfast and lunch included in your registration.
8. ***May I get a refund if I am unable to attend?*** Cancellations must be received in writing no later than Feb. 5, 2018. Timely cancellations will result in a full refund, less a \$25 administrative charge. Absolutely no refunds will be made after Feb. 5, 2018.
9. ***May I bring my legal assistant?*** Yes. Legal assistants may attend for \$150/day.

10. ***Are law students able to attend?*** Yes. Law students may attend for \$150/day basis. Please contact Shawn Holahan ([shawn.holahan@lsba.org](mailto:shawn.holahan@lsba.org); 504.619.0153).
11. ***What time should I arrive the first day?*** We strongly advise signing in before 7:30 on Thurs., Feb. 15, 2018.
12. ***Are there hotel accommodations for the conference?*** A small room block has been reserved for this conference. **All reservations must be made through the Sheraton New Orleans Hotel ((504) 525-2500) by Feb. 6, 2017 and ask the Louisiana State Bar Association rate.** If the room block is not available any longer, the LSBA recommends that attendees requiring rooms go to [hotels.com](http://hotels.com) as soon as possible to locate reservations at your price range and at the hotel of your choice.

## REGISTRATION CONFIRMATION AND CONFERENCE MATERIALS

1. ***I registered, but didn't receive a confirmation or the link to the materials:*** Confirmation of your registration will be sent within days of your registration to the email address that you have on record with the LSBA. However, a link to the conference materials will be sent in a separate email in early Feb. 2018.
2. ***How can I obtain the conference materials?*** Conference materials will be available electronically through two methods: a link to be emailed to you in Feb. 2018 AND/OR by a \$25 flash drive. If registering onsite, you can purchase a flashdrive at that time, and/or LSBA staff can email you the link. No printed materials will be offered.
3. ***Is it possible to buy printed CLE materials?*** No.
4. ***May I download the materials at the conference?*** Yes, but internet access will not be provided and only a limited number of electrical outlets will be available should your device need recharging.
5. ***Should I print the materials?*** It is not necessary to print materials if you're bringing your own device on which you've downloaded the materials (Consider bringing a power strip as outlets will be limited.).

## INTERNET AND COMPUTER ISSUES

1. ***Will I have internet access at the conference?*** Internet access is available in certain communal areas through the Sheraton's public WiFi system. However, there will be no internet access in the presentation rooms (internet access in seminar rooms is cost prohibitive).
2. ***May I charge my computer device or phone at the conference?*** A very limited number of outlets will be available. Consider bringing your own power strip.

## FOOD QUESTIONS

1. ***Do you provide breakfast?*** Yes, your registration fee includes a light continental breakfast, along with coffee, water, juice and tea.
2. ***Do you provide lunch?*** Yes, your registration fee includes a light sandwich lunch and snacks, along with soft drinks, water, coffee and tea.

3. ***Is there an alternative to the light continental breakfast and sandwich lunches?*** You may choose to eat elsewhere at your own expense; there are many places to eat nearby. If you have special dietary needs, please advise Shawn Holahan (shawn.holahan@lsba.org ; 504.619.0153).

## **PARKING QUESTIONS**

1. ***What are the parking options?*** The Sheraton New Orleans Hotel is offering discounted valet parking on each day of the conference for \$15.00 for up to 12 hours. Mention that you are parking for the LSBA Solo and Small Firm Conference for the discount to apply.

## **CLE QUESTIONS**

1. ***When will I receive my MCLE card at the conference?*** MCLE cards will be available after the second break of the second day. **Be sure to return the completed and executed card to LSBA staff at the registration desk.**
2. ***May I obtain my MCLE card if I need to leave the conference before the second break of the second day?*** Yes. If leaving the conference and not returning, you may obtain your MCLE card from the registration desk. Complete the form and give it to an LSBA staff member before you leave.
3. ***Can this conference satisfy my yearly CLE requirement?*** Yes, up to 13.5 hrs. can be earned, satisfying the yearly CLE requirement (including ethics, professionalism and LPM). This will depend on the speakers and topics that you choose to see. The conference program will indicate the type and amount of credit for each topic; however, LSBA staff members will not be able to answer whether speaker selections will satisfy your CLE requirement, other than to inform that the entire yearly CLE requirement can be satisfied through appropriate choices at the conference. You should direct any questions about your CLE requirement to the MCLE department (1-800-518-1518; <http://www.lascmcle.org>).
4. ***Where do I submit the completed MCLE card?*** You must return the completed and executed card to an LSBA staff member before you leave the conference. LSBA staff will transmit the card to the MCLE department for your accreditation.
5. ***I understand that there will be three tracks – will I be able to go to any speaker on any track?*** Yes, lawyers may see any speaker on any track on either day. Whether conference attendance satisfies the yearly requirement will depend upon topic choices.
6. ***May I obtain out-of-state CLE for this conference?*** You will need to check with the CLE department of the state for which you want credit.