



## FREQUENTLY ASKED QUESTIONS (FAQ)

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

**SHERATON NEW ORLEANS (500 Canal St.; FIFTH FLOOR; NOLA 70130; (504) 525-2500).**

### REGISTRATION and HOTEL ACCOMMODATIONS

1. **How can I register for the conference?** Online or by mail. The preference is online.
  - Online registration is available until Feb. 25, 2020. After Feb. 25, 2020, onsite registration will be possible **by check only**. We prefer online registration with a credit card.
  - Mail-In Registration forms are accepted if received prior to Feb. 25, 2020. Payment by mail is by check only. Please note that payment is for the conference.
2. **Will you accept credit cards?** Credit card payments will be accepted **online only**, and not after Feb. 25, 2020. Thereafter, on-site registration is possible **by check only**.
3. **How much is the conference?**
  - LAWYERS:
    - Before Feb. 18, 2020, registration is \$300.
    - From Feb. 18, 2020, to Feb. 25, 2020, registration is \$350.
    - Thereafter, registration is on-site and is \$400.00 (**payable by check only**).
  - LEGAL ASSISTANTS AND LAW STUDENTS: Legal assistants/law students; \$150/day (to register, contact Shawn Holahan, [shawn.holahan@lsba.org](mailto:shawn.holahan@lsba.org), (504) 619.0153)).
  - Flash Drive with Materials: \$25
4. **What does the registration fee include?** All programming; electronic materials; Tuesday's wine and cheese reception; and breakfast and lunch.
5. **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.
6. **What is the cheapest way to attend this conference?** Register before Feb. 18, 2020; download conference materials; and have the offered breakfast & lunch.
7. **May I get a refund if I am unable to attend?** Cancellations must be received in writing no later than Feb. 17, 2020. Timely cancellations will result in a full refund, less a \$25 administrative charge. Absolutely no refunds will be made after Feb. 17, 2020.

8. **May I bring my legal assistant?** Yes. Legal assistants may attend for \$150/day.
9. **Are law students able to attend?** Yes. Law students may attend for \$150/day. Please contact Shawn Holahan ([shawn.holahan@lsba.org](mailto:shawn.holahan@lsba.org); 504.619.0153).
10. **What time should I arrive the first day?** We strongly advise signing in before 7:30am on Tues., Mar. 3, 2020.
11. **Are there hotel accommodations for the conference?** The LSBA recommends that attendees requiring rooms go to [hotels.com](https://www.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 to the email address that you have on record with the LSBA. However, a link to conference materials will be sent in a separate email in late February 2020.
2. **How can I obtain the conference materials?** Conference materials will be available via link to the email address registered with the LSBA. You may also purchase a flash drive with materials for \$25. If registering onsite, LSBA staff can text the link to the materials, or you can purchase a flash drive on site for \$25.
3. **Is it possible to buy printed CLE materials?** No.
4. **May I download the materials at the conference?** Yes. However, please note that WiFi in presentation rooms will not be provided.
5. **Should I print the materials?** It is not necessary to print materials if bringing your own device on which you've downloaded the materials.

## INTERNET AND COMPUTER ISSUES

1. **Will I have internet access at the conference?** Free public WiFi internet access is available in certain communal areas as the Sheraton. However, no WiFi will be available in the presentation rooms (WiFi 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. Bring charged devices and 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 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. Please advise Shawn Holahan (shawn.holahan@lsba.org ; 504.619.0153) of any special dietary needs.

## **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). Earned credit hours will depend on the topics that you choose to see. The conference program will indicate the type and amount of credit for each topic. 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 (504-619-0154).
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. LSBA staff can provide a Uniform Certificate of Attendance for the other jurisdiction.