

## GENERAL CONFERENCE INFORMATION



Please take a moment to read the information below regarding the 2022 IRC Conference.

- **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.

- **Conference Sessions**

All conference sessions will be held in the Bank of Springfield Center, President Abraham Lincoln Hotel, and Wyndham Hotel.

- **Pre-Registration & Registration**

Pre-registered conferees will obtain their registration packets at the Registration Desk in the Bank of Springfield Center Lobby. On-site registration is also available. Hotel reservations and meal function tickets should be secured prior to arrival in Springfield. Registration Hours: Wednesday, March 9 – 5:00 p.m. - 9:00 p.m. Thursday, March 10 – 7:00 a.m. - 2:00 p.m. Friday, March 11 – 7:00 a.m. - 2:00 p.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.

- **COVID-19 Safety Protocols**

During the conference, IRC will be working with the Springfield venues to adhere to all state and local regulations and guidelines regarding social distancing, gathering, sanitation, and use of face coverings.

- **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 Bank of Springfield Center will be open during exhibit hours. Springfield restaurant information will be available at the hospitality table in the Bank of Springfield Center Lobby.

- **Hospitality & Information Table**

A hospitality and information table is located in the Bank of Springfield Center Lobby.

- **Message Board**

There will be a message board for conferees to leave notes in the registration area at the Bank of Springfield Center Lobby. A phone line (217-788-8800 extension 218) has been established at the Registration Desk to receive emergency phone calls.

- **Lost and Found**

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

- **Shuttle Service**

The Springfield Convention and Visitors Bureau will be providing a complimentary shuttle service from the off-site hotels to the Bank of Springfield Center. Downtown Springfield also has many public parking options that cost anywhere from \$5 to \$10 a day to park.

- **Preliminary Program Book and Conference App**

In accordance with ILA 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. Don't forget to bring a device to download the Conference App as there will not be a printed Final Program Book or a tote bag.**

- **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.

- **Videotaping/Audiotaping/Photos**

Unless notified in writing, registration to the conference constitutes an agreement that the registrant's image, likeness, and appearance can be used in photographs of such events and activities. It is also not permitted to videotape, audiotape, or take photos of conference speakers without the speaker's consent.

- **Anti-Harassment Policy**

The Illinois Reading Council (IRC) does not allow harassment or discrimination of any kind at any IRC affiliated event. IRC and its affiliates will take appropriate and immediate action in response to complaints or knowledge of violations of this policy including expulsion from the event. To report an issue, please visit the Event Registration Desk.

- **Cancellation/Refund Policy**

Conference refund requests must be in writing and postmarked by February 1, 2022. Requests can also be faxed to (309) 454-3512 or emailed to [irc@illinoisreadingcouncil.org](mailto:irc@illinoisreadingcouncil.org). A \$25 processing fee will be assessed. Please note that membership fees are non-refundable. Conference registrations are transferable, but replacement names must be requested by March 5, 2022.