

## GENERAL INFORMATION:

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### Attendee Confirmations

Confirmations will be emailed to your attention at the time of registration. If you do not see your confirmation email immediately after registering, please check your spam folder as it may be there.

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### Official Attendee Roster

CSIA must receive your registration prior to April 30<sup>TH</sup> to be listed in the official conference roster, which will be available on site.

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### Cancellation Policy

Attendee Cancellation Policy: Your written request for a refund must be received no later than 5:00 PM Monday May 2, 2022. Telephone requests will not be honored. There will be **NO REFUNDS FOR NO-SHOWS OR CANCELLATIONS AFTER THAT DATE**. Postmark will control. A \$50 administration charge will be deducted from any refund.

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### Recommended Attire

Comfortable clothing is recommended. Bring a sweater or jacket - you know it always gets cold in ballrooms when you're sitting for a while...

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### Hotel

The Disneyland Hotel has a block of rooms reserved at the CSIA special rate of \$254.00 (plus applicable local fees/taxes in effect at the time of check-in). A limited number of rooms are reserved at this rate.

CSIA Annual Meeting participants can reserve hotel accommodations by contacting the Disneyland® Resort at (714) 520-5005, M-F from 8 am to 5 pm PST or by booking online 24/7 at [this link](#).

Reservations must be made by Friday, April 16, 2022, or before the group rooms are sold out, so do not delay. Prevailing rates may apply after this date or when the group rooms are sold out, whichever occurs first. Rooms are subject to availability.

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### Parking

Parking is Twenty Five Dollars (\$25.00) per car for self-parking or Thirty Five Dollars (\$35.00) per car for valet. These charges are for once in, once out privileges and not for in/out privileges. All parking prices are subject to change without notice.

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### Theme Park Tickets

These special ticket prices are not available once you arrive at the Resort. Please purchase tickets at least 3 weeks in advance of the event. Reservations/availability for the theme parks vary so the sooner you purchase tickets, the better the chances are of securing the dates you would like to visit the Parks. Don't delay! Prices are subject to change without notice.

These specially priced tickets are intended only for guests that are participating in this Event. Only the registered attendee is allowed to purchase tickets from this discounted ticket store link and they can purchase up to 6 tickets maximum. Please read the rules carefully on the ticket website!

To purchase tickets [click here](#).

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### Conference Location and Shipping Instructions

Our conference is held in the Magic Kingdom Ballroom and Foyer.

You can find the shipping instructions [here](#).

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### Set-up and Tear Down

Set up will be between 7:30am and 12:30pm on May 16<sup>th</sup> or not later than 7:30am on May 17<sup>th</sup>. Tear down is at the conclusion of the conference on May 17<sup>th</sup>.

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### Networking Reception

Please RSVP for the Networking Reception scheduled for Monday, May 16, 2022 from 5:00 - 6:00 PM, on the Registration Form, via telephone or email within 72 hours before the date of the conference.

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### Handouts and Attendee List

CSIA will load all presentation materials for the conference on the CSIA website. You will be able to access all program materials, speaker biographies and other important information on the website. **The Attendee list will be on the Whova conference app and will be loaded one week prior to the conference. We will also update the list as new registrations are received.**

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### On-site Registration

Employer Seminar registration is from 11:00 AM - 1:30 PM on Monday, May 16<sup>th</sup>. Annual Meeting and Educational Conference registration is from 4:00 - 5:00 PM on Monday, May 16<sup>th</sup> and

from 7:30 - 8:30 AM on Tuesday, May 17<sup>th</sup> during the Continental Breakfast.

### **Covid Protocols and Liability Release**

You are aware that any interaction with the public poses an elevated risk of being exposed to COVID-19 and communicable health risks more generally. You further acknowledge that you will undertake all measures to protect your own health and well-being and those of others in attendance at CSIA's 2022 Annual Conference, such measures include (a) maintaining social distance; (b) washing/sanitizing hands frequently; (c) adhering to Centers for Disease Control guidelines, and laws, ordinances and mandates in the locale of the conference; and (d) if you so choose, wear a mask while indoors and attending any CSIA related functions.

These guidelines are subject to change between now and the opening of the Annual Conference. IT IS YOUR RESPONSIBILITY TO BE AWARE OF THE REQUIREMENTS IN FORCE WHEN THE CONFERENCE BEGINS. By attending CSIA's 2022 Conference, you and any guests voluntarily assume all risks related to exposure to infectious diseases, including COVID-19 and agree not to hold PARMA or any of their affiliates, directors, officers, employees, agents, contractors, or volunteers liable for any illness or injury. CSIA will have color coded stickers available to attendees to attach to your badge. The stickers will be as follows:

**Red** - Six Feet, Please

**Yellow** - Fist Bumps

**Green** - I Shake Hands

### **Hand Sanitizer Stations**

CSIA will be providing hand sanitizer to all attendees and you find hand sanitizer stations provided by Disney throughout their hotels and parks.

### **Masks**

Everyone will make their own choice as to whether they will wear a mask indoors. Please be respectful of each individual's personal choice in this regard.

### **Social Distancing**

Wherever possible, although some attendees will be wearing masks, CSIA and Disney will allow for additional space in meeting rooms and functions.

In the event you have questions, please contact Jill Dulich at [jill\\_dulich@caself-insurers.com](mailto:jill_dulich@caself-insurers.com) or at 714.679.7707. Please understand that we are working diligently to help mitigate the risk at our conference.

We look forward to seeing you at the Disneyland Hotel.