

# CCIAA/IECIAA Event Policy

## Conference Registration and Cancellation Information

Please read this information thoroughly before registering.

The CCIAA/IECIAA conference is Tuesday, September 26, 2017 through Friday, September 29, 2017 in Riverside, CA. The conference hotel is the historic Mission Inn; all training is held at this location.

### Registration Rates

The pre-conference being held Monday, September 25, 2017 rate for the morning and afternoon session each is \$50.00 USD. The early-bird conference rate is \$350.00 USD. Beginning Sunday, August 1, 2017, the rate increases to \$395.00 USD for general registration and \$150.00 USD for single-day registration. Your conference registration rate is determined at the time of your registration.

### Payment Options

Payments can be made via a major credit card or check. After you register, you will have access to your online invoice where you can pay using a credit card or check. If you are paying by check, please remit payment to: Ontario Police Department, Attn: Bernie Reynolds, 2500 S. Archibald Ave, Ontario, CA, 91761. To avoid problems when paying by check, please make sure your name and confirmation number are included on the check.

### Cancellations and Refunds

Registrants who cancel on OR prior to Sunday, August 1, 2017 will receive a full refund if the registrant completed the registration process and paid prior to Sunday, August 1, 2017.

Registrants who pay registration fees, do not attend the conference and fail to notify the IECIAA Conference Registration Chair of their cancellation will NOT receive a refund.

Registrants who have registered and not paid prior to the conference will be responsible for a \$100 administrative fee if cancellation is not received by Friday, September 8, 2017.

All conference cancellations must be made in writing to the IECIAA Conference Registration Chair, Michelle Kelly at [mkelly@sbcisd.org](mailto:mkelly@sbcisd.org) on or before Friday, September 8, 2017.

## **Event/Hotel Parking Fees**

### Parking Fees - Registered Hotel Guests:

For those staying at the Mission Inn, the daily parking fee is \$22 valet and \$16 self-parking with in-out privileges.

### Parking Fees - Non-Registered Hotel Guests:

Parking rates will be determined at the time of the conference. Please note that most street parking in downtown Riverside is metered so we encourage carpooling to the hotel if you are staying in the area.

All parking fees are subject to change without notice per the Mission Inn.

## **Correspondence**

To be certain you receive correspondence regarding the conference, please adjust your spam filter to accept incoming mail from [ieciaa2017@gmail.com](mailto:ieciaa2017@gmail.com), or specifically from the following email addresses: [mkelly@sbcasd.org](mailto:mkelly@sbcasd.org) or [BReynold@ontariopolice.org](mailto:BReynold@ontariopolice.org).

### Registration Conference Chair

Michelle Kelly, CA Supervisor  
San Bernardino County  
Sheriff-Coroner's Department  
909-387-3485  
[mkelly@sbcasd.org](mailto:mkelly@sbcasd.org)

### Registration Conference Co-Chair

Bernie Reynolds, CA Supervisor  
Ontario Police Department  
IECIAA Treasurer  
909-395-2722  
[BReynold@ontariopolice.org](mailto:BReynold@ontariopolice.org)