

TOP THINGS TO KNOW

VENUES



- The venues are:
 - [Hilton Chicago](#)
 - [Palmer House, A Hilton Hotel](#)
- Shuttle service will be offered between the *venues for this event*.

REGISTRATION



- The last day to make changes to your registration is **January 26, 2026**.
- Name badges must be picked up at on-site registration and worn while on event premises for security purposes.
- Print or download your personalized schedule from the [event platform](#).

COURSES



- Certificates are issued to participants who attend and complete 100% of the course.
- Courses end at 1:00 p.m. on Friday only.
- [Print or download](#) your course attendance certificates by **March 30, 2026**.

MEALS

- Breakfast, lunch, and dinner meals are on your own, with many food choices in and near the event venues.
- We offer multiple coffee/beverage services throughout the day, including to-go snacks during the late morning and afternoon breaks. **Please be considerate of fellow participants!**



BREAKS (SUBJECT TO CHANGE)

- | Monday | Tuesday - Thursday | Friday |
|---|---|---|
| <ul style="list-style-type: none"> 7:00 a.m. to 8:15 a.m. 9:45 a.m. to 10:30 a.m. (Beverages Only) 11:30 a.m. to 12:30 p.m. 2:15 p.m. to 3:00 p.m. (Beverages Only) | <ul style="list-style-type: none"> 7:00 a.m. to 8:15 a.m. 9:45 a.m. to 10:30 a.m. 2:15 p.m. to 3:00 p.m. | <ul style="list-style-type: none"> 7:00 a.m. to 8:15 a.m. 9:45 a.m. to 10:30 a.m. |

TRAVEL AND LODGING



- The hotel requires an incidental deposit of **\$100.00 per day/per person** for all guests.
- Ensure event lodging and travel reservations match prior to arriving onsite. Schedule your return flight no less than 3 hours after your course end time, early departure from courses is not allowed.
- If you have *Americans with Disabilities Act* requirements or accessibility needs, please notify us no later than **January 20, 2026**.

EVENT HEALTH AND SAFETY PROTOCOLS



- The [Event Health and Safety Protocols](#) have been updated.

CODE OF CONDUCT



- Attendees are expected to adhere to the event [Code of Conduct](#) throughout their event experience.