

Frequently Asked Questions

1. When and where will the 2019 Annual conference be held?

The annual conference will take place September 25-27, 2019 at the Hilton New Orleans Riverside Hotel.

2. Who attends the annual conference?

Both LCTCS employees and partner agencies are invited to attend. Nearly 1,300 employees from the LCTCS attend the conference each year. These employees work in every area across their campuses – from academic faculty to student services, from Chancellors and Directors to facility managers, the spectrum is wide. Partner agencies include state agencies that work directly with our System, partner colleges and universities, vendors and individuals interested in the mission of community colleges.

3. What presentation formats will be offered at the conference?

Concurrent session presenters are hand-selected, dynamic, and knowledgeable individuals who provide detailed perspectives about practical and innovative solutions to today's community college challenges and opportunities. Presenters are expected to use active learning techniques to engage their audience, distribute materials, and respond to follow-up requests for more information. Peer groups sessions afford a personal and interactive setting for exploring key issues related to each of the faculty and staff focus areas. Numerous peer group discussions will take place. The Vendor Showcase is an extensive display of publishing, hardware, software, communications, and other educational products and services of interest to conference participants.

4. How much are registration fees for the Annual Conference?

Registration Costs

Registration Type	Early Registration by Aug 25	Onsite Registration
LCTCS Employee	\$50	\$100
Non LCTCS (Louisiana Resident)	\$100	\$150
Non LCTCS (Non Louisiana Resident)	\$299	\$349

5. What do the registration fees cover for the Annual Conference?

- Conference registration includes attendance for 3 days and access to all sessions, conference materials, and the following meals:
 - Wednesday: Refreshment and snack breaks
 - Thursday: Continental breakfast, coffee breaks, lunch
 - Friday: Continental breakfast, coffee breaks, lunch

6. What are the registration deadlines and cancellation policies?

- Registration opens on May 6.
- Early Registration ends August 25 COB.
- Conference registration is non-transferrable
- Changes and cancellations without penalty must be received by August 25
- No refund for cancellations received September 6 or later

7. How do I register?

Beginning May 6, you can go to the LCTCS Annual Conference registration information web page, and click on the Register Now option.

8. Do I need to register if I plan to attend Wednesday's Pre-conference Sessions only?

Yes, you will need to register. The pre-conference sessions are part of the LCTCS Annual Conference experience.

9. I am a conference presenter. Do I need to register and pay?

Yes, all presenters are required to register and pay the registration fee.

10. What hotels are offering a discounted rate to conference attendees?

We have secured a group conference rate at the Hilton New Orleans Riverside Hotel.

11. Do I have to be registered for the conference in order to book a hotel room?

No. In fact, we strongly recommend booking your hotel room as early as possible. Mention the LCTCS conference when making your reservation to secure a room in the conference block. The cut-off date for accepting discounted conference rate reservations is August 25, 2019 at 5:00pm.

12. How will I get my conference badge and other materials?

Exhibitors, presenters, and participants can pick up their badge and other conference materials at the Conference Check-In Center. A conference badge is required for admission to all conference events. Please wear your badge at all times.

13. Can I bring a guest to the conference?

If you are receiving an award at the Thursday Afternoon Plenary Session, you may bring an additional guest. All others must register for the Conference if they plan to participate in any or the Conference events.

14. How can I request special assistance?

If you require special assistance, auxiliary aids, interpreters, or other reasonable accommodations, please contact Jennifer Freeman at jenniferdaly@lctcs.edu no later than August 1.

15. Is group transportation available from my campus?

Each campus coordinates their own transportation. Please check with your administrative staff for details.

16. What should I wear to conference sessions?

Business casual attire is appropriate for all sessions and events. As meeting room temperatures will vary, we suggest dressing in layers to ensure your comfort.

17. Will there be wireless internet access available at the conference?

Yes. Passwords and log-in information will be available in the conference app.

18. Where will lost and found be located?

During the conference, lost items are turned in and held at the Mobile App Help Desk.

19. Will meals be provided?

Continental breakfast, coffee breaks, and lunches will be served on Thursday and Friday.

20. Who should I contact about exhibiting at the conference?

To sponsor conference, please contact Tarie Roberson at tarieroberson@lctcs.edu. Thank you for your support!

21. Where can I get additional information about the LCTCS conference if I still have questions?

If you still have questions, please contact Jennifer Freeman at 225-308-4419 or jenniferdaly@lctcs.edu During the conference, stop by the Conference Check-In for information and assistance.