



## ANNUAL MEETING

Columbus, Ohio  
October 1-3, 2017

EXPLORE. EMPOWER. ENRICH.

### ARE YOU READY?

OCTOBER 1 – 3, 2017

**HYATT REGENCY COLUMBUS**

50 North High Street, Columbus, Ohio, USA, 43215

- **Schedule At A Glance** – attached for your reference. It includes hall hours and other tips.
- **Have you paid all of your invoices?** Payment must be received in full prior to the event.
  - Separate emails have been sent to those with outstanding invoices.
- **Attendee Registration List** – the first download will be made by the end of this week. Subsequent lists will be provided every two weeks through Sept. 15. A final list will be offered after the event to capture any on-site registrations.
- **Shipping Arrangements Finalized?** Here's the link for the Service Manual:  
<http://www.cacubo.org/wp-content/uploads/2017/07/ServiceManualComplete-062217.pdf>
- **Registered your team?** We need to know who's coming: <http://www.cvent.com/d/75qsb4/4W?ct=7eee3e95-a967-468c-bc55-c3a95fadd7f0>
  - Your complimentary codes for registration have been emailed to your team – be sure to have those available as you work through the registration process. These will zero out the charges – so don't begin the registration process without them!
  - Pick up your registration materials at the Registration Desk on 2<sup>nd</sup> Floor of hotel upon your arrival.
  - Need to change a registration – Click on this link: <https://www.cvent.com/Events/Register/RegNumConfirmation.aspx?e=5ab013e5-6ffd-483f-a133-fba864a694f8>
    - You will need the email address and confirmation number for the registration you wish to change.
- Guidebook App will be your means to access what is happening when and where!
  - Load the App to your phone or other electronic device.
  - What you'll find there: Program schedule, key note speakers, attendee and exhibitor lists, as well as presenter biographies and session materials. No paper directories or session materials will be provided...we've gone paperless!
- **Still have questions?** You may find your answer on the CACUBO website:  
<http://www.cacubo.org/business-partner-resource-center/>

We are excited to be hosting this meeting back in our home market area of Columbus, Ohio and look forward to seeing you and your team there!

We will be circulating throughout the exhibit hall and hope to meet and talk with you during the show. If you have any questions of us, please stop by the CACUBO booth as we will be using that as our home base during the meetings.