



FREQUENTLY ASKED QUESTIONS (FAQ)

Please review this three-page FAQ document. If you have further questions, please contact Shawn Holahan at 504.619.0153 or Kristy Nunez at 504.619.0138.

**PLEASE NOTE THAT THE CONFERENCE WILL BE HELD
AT THE NEW ORLEANS MARRIOTT (555 CANAL ST., NOLA).**

REGISTRATION and HOTEL ACCOMMODATIONS

1. **How can I register for the conference?** You may register online through February 27, 2014, at which time online registration will close. Thereafter, on-site registration is possible by check only. We prefer online registration with a credit card.
2. **Will you accept credit cards?** Credit card payment for the conference will be accepted online only, but no longer after February 27, 2014. On-site registration is possible by check only.
3. **May I pay by check?** Yes. You may pay by check by printing and completing the online registration form, and sending your check payable to the LSBA. Please note on the check that it is for the 7th Annual Solo and Small Firm Conference. Also, we are able to accept your check on the day of the conference.
4. **How much is the conference?** Early Bird Registration for lawyers is \$250 until Friday, January 31, 2014. After January 31, 2014, the fee for lawyers is \$300.00 until Thursday, February 27, 2014. Thereafter, on-site registration for lawyers is available for \$350.00 (payable by check only). A flash drive with all conference materials is available for an additional \$25.00. Legal assistants may attend on a per day basis for \$100/day.
5. **Is it possible for an attorney to register just for one (1) day, or part of a day?** No. We are presenting our conference as economically as possible which requires us to adhere to the registration pricing.
6. **What is the cheapest way to attend this conference?** Register no later than Friday, January 31, 2014; download your own conference materials; enjoy the light fare breakfast and lunch that we offer; and park in one of the open-air lots near the New Orleans Marriott (555 Canal St., NOLA).
7. **May I get a refund if I am unable to attend?** Cancellations must be received in writing no later than February 24, 2014. Timely cancellations will result in a full refund, less a \$25 administrative charge. Absolutely no refunds will be made after February 24, 2014.

8. **May I bring my legal assistant?** Yes. Legal assistants may attend on a \$100/day basis.
9. **What time should I arrive the first day?** We strongly advise signing in between 7:30 am and 8:00 am on Thursday, March 6, 2014.
10. **Are there hotel accommodations for the conference?** Until **February 12, 2014**, the New Orleans Marriott will be holding a room block at a rate of \$185.00 per night, exclusive of taxes. Rooms can be reserved by calling 1.800.654.3990, and giving the code "LSBA." These rooms are available at your own expense.
11. **Is there a separate fee for the Thursday night event?** No. Come and enjoy.

REGISTRATION CONFIRMATION AND CONFERENCE MATERIALS

1. **I registered, but why didn't I receive a confirmation or the link to the materials?** Registration confirmations will be sent within days of your registration to the email address that you have on record with the LSBA. However, the link to the conference materials will be sent in an email near the end of January 2014.
2. **How can I obtain the conference materials?** Conference materials will be available electronically through two methods: a link that will be emailed to you OR through the purchase of a flash drive with the materials (\$25). LSBA staff will be able to email you the link to conference materials if you are an on-site registrant. We will not be offering printed materials. If you purchased a flash drive, it will be given to you when you sign in at the conference.
3. **Is it possible to buy written CLE materials?** No. We will not be offering printed materials.
4. **May I download the materials and bring my laptop?** Yes. However, there will be only a limited number of electrical outlets if your laptop needs to be recharged. There is no guarantee that an outlet will be there for you to use. Please consider bringing your own power strip.
5. **Should I print the materials?** Depends. If you are not bringing a laptop or other computer device, you may want to print the materials. If you bring your laptop, please keep in mind that electrical outlets for your device at the conference will be limited. **BE ADVISED THAT SOME PRESENTATION MATERIAL FILES ARE QUITE LARGE.**

INTERNET AND COMPUTER ISSUES

1. ***Will I have internet access at the conference?*** Internet access is possible in certain communal areas at the New Orleans Marriott. However, there will be no internet access in the presentation rooms. Internet access for everyone in seminar rooms is cost prohibitive. With your own air card, you may access through your own cell phone service provider.
2. ***May I charge my computer device or phone at the conference?*** Yes, but note that there is no guarantee that an outlet will be there for you to use. You might consider bringing your own power strip.

FOOD QUESTIONS

1. ***Do you provide breakfast?*** Yes. We will be providing a light continental breakfast, along with coffee, water, juice and tea.
2. ***Do you provide lunch?*** Yes. We will be providing a light sandwich lunch, along with soft drinks, water, coffee and tea.
3. ***Is there an alternative to the light continental breakfast and sandwich lunches that you are offering?*** You may choose to eat elsewhere at your own expense; there are many places to eat nearby. We admit that the breakfast and lunch fare is light. A more extensive menu would have resulted in an increased registration fee. (If you have special dietary needs, please let us know.)

PARKING QUESTIONS

1. ***Does the LSBA validate parking?*** No. We cannot validate parking.
2. ***How much is the parking at the Marriott? Are there cheaper places to park?*** The New Orleans Marriott is offering daily conference parking at \$15 per day. Alternative parking is available nearby; check here: <http://tinyurl.com/ParkingByMarriott>
3. ***Parking Advice:*** Marriott parking is by valet, so car retrieval at the end of the conference will not be quick.

CLE QUESTIONS

1. ***When will I receive my MCLE card at the conference?*** The LSBA staff cannot provide attendees MCLE cards until after the second break of the second day. **Be sure to return the completed card to the LSBA registration desk.**
2. ***May I obtain my MCLE card if I need to leave the conference before the second break of the second day?*** Yes. If you are leaving the conference and are not returning, you may obtain your MCLE card from the registration desk. Complete the form and give it to an LSBA staff member.

3. ***Will this conference satisfy my yearly CLE requirement?*** Depends. This two-day conference is designed so that a lawyer can satisfy the entire yearly CLE requirement and then some. Lawyers can earn up to 14.5 hours of CLE. However, whether you are successful in doing so will depend on which speakers and topics you choose to see. You should direct any questions about your CLE requirement to the MCLE department (1-800-518-1518) or to their website (<http://www.lascmcle.org>). LSBA staff members will not be able to answer whether your speaker selections will satisfy your CLE requirement, other than to inform you that the entire yearly CLE requirement can be satisfied through appropriate choices at the conference (the type of CLE earned will be carefully marked on the conference schedule).
4. ***Where do I submit the completed MCLE card?*** You must return the completed card to an LSBA staff member, and the LSBA staff will transmit the card to the MCLE department for your accreditation.
5. ***I understand that there will be four tracks – will I be able to go to any speaker on any track?*** Yes. You may see any speaker for any track on either day. However, whether your conference attendance will satisfy your yearly CLE requirement will depend upon your speaker choices.
6. ***May I obtain out-of-state CLE for this conference?*** You will need to check with the CLE department of the state for which you want credit.