

CONFERENCE QUICK GUIDE



Conference Registration

- **EVENTS INCLUDED IN CONFERENCE REGISTRATION PRICE:** In addition to the conference sessions, the following are included in the price of the Registration FOR MEMBERS:
 - Lunch on Tuesday and Wednesday
 - Welcome Cocktail/Dinner
 - Gala Dinner
 - Wednesday Afternoon Networking Tour
 - NOTE: Guests will have to pay the corresponding price for any event they wish to attend
- **HOTEL RESERVATION:** The hotel is not included with the Conference Registration. You will need to make your own room reservation.
- **FOOD RESTRICTIONS & SPECIAL NEEDS:**
 - Please specify any food restrictions in advance when you are making your Conference Registrations, so that we can order your special meals. If you have any questions please email jacky@taglaw.com, jacky@tiagnet.com, or jacky@tag-sp.net.
 - Inside your name badge pouch you will find a number of color coded-tickets to indicate your special meal request. Please hand one out to the waiter on each meal to ensure that you are served your requested meal.
 - Pursuant to the Americans with Disabilities Act, please notify us if you require specific aids or services.
- **INTERNET ACCESS:** The hotel will provide wireless Internet access for all conference attendees on Tuesday and Wednesday. Please contact a TAG Staff member if you need an access code.

Conference Information

- **LANYARDS:** The color of the name badge's lanyard indicate the following:
 - BLUE: TAGLaw members
 - GREEN: TIAG members
 - ORANGE: TAG-SP members
 - YELLOW: Conference speakers
 - RED: TAG Staff members, who will be able to assist you and answer any questions about the conference
- **SPECIALTY GROUP SESSIONS:** All Specialty Group sessions are open to all TAG Alliances' members, so you are welcome to join them even if you did not sign up for them during the registration process.

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- **SPEAKER PRESENTATIONS AND MATERIAL:** You can download all the presentations and materials, before, during or up to 30 days after the conference from

www.tagalliances.com/conference. After 30 days the materials are moved to the member's only section of the TAGLaw, TIAG, and TAG-SP websites.

Tours & Events

- Your name badge will indicate the Tours & Events that you are registered for. Your guest will also receive a similar name badge.
- Make sure you and your guest bring your name badges to every event
- Departure times are very strict; please make sure you are ready at the time specified in the Agenda; we will depart on time and cannot wait for late arrivals
- **DRESS CODE:**
 - The Monday and Tuesday evening events will be held outdoors with some uneven surfaces. As we are in South Florida, we recommend comfortable formal/cocktail attire and shoes (no heels are recommended).
 - All Tours: Casual

Make The Most Of Your Conference Experience

- Review the list of conference attendees beforehand and make a note of the members from jurisdictions that are important for you and your business. Make sure you meet with them during the conference.
- Bring lots of business cards to exchange with other members.
- Feel free to let any TAG Staff member know if you need help finding someone or would like to get introduced to a specific member.
- There is no assigned seating for any of the sessions or events; make sure you sit at a different table on each event to ensure you meet more members.

Cancellation Policy

- **Conference:** Members canceling by April 28, 2014 will receive a full refund. Members canceling after April 28, 2014 will receive a credit of 50% against the price of another TAG Alliances international conference. This credit must be used within one year.
- **Tours:** Prior to April 28, 2014 a full refund will be issued. No refunds will be given if cancellation occurs after April 28, 2014.

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- **Hotel:** Kowloon Shangri-La's cancellation policy can be found on the [reservation portal](#) or contact them to obtain a copy.
- If the conference cannot be held by reason of "force majeure" as defined in the contract with the conference hotel, conference and tour refunds will be made to the extent The Appleton Group is able to retain unpaid funds and recover funds previously paid in connection with the conference.

TAG Staff

The TAG Staff (shown below, from left to right) are here to help you should you have any questions about your conference experience.



- Peter Appleton Jones – Chairman & Founder
- Samantha Lutz – Marketing Associate
- Chris Cervellera – Senior Director OF Marketing & Technology
- Jacky Breeden – Vice President of Operations
- Bob Sattin – President
- Joe Farrell – Executive Director
- Lourdes Allende – Market Research Analyst
- Kenneth Mayers – Director of Member Relations
- Anne Appleton Jones – Vice President