



# Registration Instructions

## For Kiwanis Registration Only

READ CAREFULLY BEFORE REGISTERING!

### 80<sup>th</sup> Annual District Education and Leadership Conference

**April 5- April 8, 2018**

Rosen Shingle Creek Resort

9939 Universal Boulevard, Orlando, FL 32819

**DEADLINE** - February 21, 2018: Last day to register and pay

#### ADDITIONAL INFORMATION

For conference schedule and more go to <http://floridakeyclub.org/dcon>

#### CONFERENCE FEES

Kiwanians may purchase a one day or a full registration. **One day** registration is for Saturday, April 7, from 7:00 a.m. until midnight. It includes three meals and admission to all activities that day. **Full registration** is for Thursday through Sunday, April 5 – April 8. Included are three nights' lodging, three meals each on Friday and Saturday, conference souvenirs, training materials, guest speakers, entertainment, a pre-conference mixer, adult reception, the Governor's Farewell Banquet and Ball, workshops, and general sessions.

**NOTE:** You are responsible for meals on Thursday, April 5 and Sunday, April 8. There are several hotel restaurants for your convenience.

One Day Fee* Per Person	Full Registration Fee* Per Person <i>Includes Room and Conference Registration</i>			
<b>\$60</b>	Quad 4 Persons Per Room	Triple 3 Persons Per Room	Double 2 Persons per Room	Single 1 Person per Room
	<b>\$265</b>	<b>\$330</b>	<b>\$360</b>	<b>\$565</b>

#### READ BEFORE YOU REGISTER

- Ⓚ Florida Key Club reserves the right to refuse registration of any individual.
- Ⓚ One day and full registration described here is for Kiwanis members only.
- Ⓚ Deadline for registering is 11:59 PM Eastern Time February 21, 2018. Deadline is firm; there will be absolutely no exceptions for any reason as we **expect to sell out even before the deadline.**
- Ⓚ Be prepared to pay online after you enter your information. Your registration cannot be saved without online payment. Payment by check is **not** accepted.
- Ⓚ Go to <http://floridakeyclub.org/dcon> and click the **Register here** link.
- Ⓚ Select the *Kiwanis Member Registration* option and carefully read and accept the message.
- Ⓚ Select your Kiwanis club from the dropdown list under *Select Your Kiwanis Club*. If your club is not listed, contact Jose Josinvil at [Jose@floridakiwanis.com](mailto:Jose@floridakiwanis.com) immediately.
- Ⓚ Provide your email address
- Ⓚ Select either *Full Registration* or *One Day Only*

## Club DCON Registration Instructions – Page 2

### One Day Only Registration Information

- Ⓚ Complete the requested information for each person you are registering.
- Ⓚ After registering all intended individuals, pay online with a credit card

### Full Registration Information

- Ⓚ Kiwanians with full registration or adults occupying conference rooms are required to pass a criminal background check. See *Background Check Procedure* below.
- Ⓚ You may not purchase individual meals for unregistered individuals.
- Ⓚ For the past several years rooms have sold out BEFORE the registration deadline so register early. Rooms are assigned in order of when registration and payment is **received**. If rooms sell out and you have registered and cannot be accommodated, you will be fully refunded.
- Ⓚ Kiwanians may register as a single and bring unregistered family members who will not participate in the conference. However, any unregistered person 18 years or older must complete the background check procedure (see *Background Check Procedure* below).
- Ⓚ All adults are expected to abide by the Key Club Code of Conduct. See the DCON webpage for this document.
- Ⓚ You will need the following information on all registrants: Full name, email address, phone, shirt size, arrival and departure dates, any dietary restrictions.
- Ⓚ Enter all information requested for each person you are registering.
- Ⓚ For each registrant, a \$15 optional donation for the Florida Key Club Endowment Fund is added to the registration that entitles the person to an ice cream social at DCON. The Endowment Fund provides college scholarships and reduces the cost of DCON. To remove this donation, select “No” from the donation dropdown options.
- Ⓚ After registering all intended individuals, pay online with a credit card.

### **BACKGROUND CHECK PROCEDURE (Applies only to full registrations and adults staying overnight in a conference hotel room)**

Any adult 18 years or older occupying a conference room must have a clear criminal background check approved by the Key Club District within the past two years from the first day of the conference. There are several ways to meet this requirement. Registered adults will receive instructions once registration is complete. Instructions also can be found on the DCON webpage.

### **PAYMENT and REFUNDS**

- Ⓚ Full payment online is required at the time of registration by 11:59 PM **February 21, 2018**.
- Ⓚ We are unable to refund any registration fee unless rooms sell out and your registration could not be accommodated. THERE ARE **NO** EXCEPTIONS! However, YOU may substitute another adult in your place. In this case, there is no deadline on registering a substitute. Make such updates in your registration account.

### **HAVE QUESTIONS?**

Go to [www.floridakeyclub.org/dcon](http://www.floridakeyclub.org/dcon) or email Registration Coordinator Heather Locke a [heather@floridakeyclub.org](mailto:heather@floridakeyclub.org).