

CUSTOMERS: AN OVERVIEW OF THE CONFERENCE

WELCOME to the 27th Annual Michigan Rehabilitation Conference. Michigan *Thinks Beyond the Label*, and the event hosts are proud to partner with this national organization promoting the hiring of workers with disabilities. This conference is the premiere event of its kind in North America featuring outstanding key note speakers; educational sessions, and a Trade Show with over 75 exhibitors including a Micro Enterprise Showcase.

THE CONFERENCE FACILITY: The event will take place at the DeVos Place/Amway Grand Plaza in Grand Rapids, Michigan. The address and phone number is: 187 Monroe Avenue NW, Grand Rapids, MI 49503, (Phone: (616) 774-2000). The Hotel has spacious lodging rooms which include hair dryers; in addition there is an indoor pool, exercise room, and much more.

HOTEL ACCOMMODATIONS: A hotel room has been reserved for you for Tuesday October 25th through on Friday October 28th. You can check into your hotel room after 4:00 p.m. on Tuesday. You must check out of your hotel room by 11:00 a.m. on Friday. Your room will be reserved under your name along with the group name: Michigan Rehabilitation Council Scholarship Program. Please note that the Scholarship does not cover any extra charges for your hotel stay (room service, movies, telephone use etc.). If you plan to charge these items to your room, the Hotel will require you to provide them with a personal credit card at check in.

THE CONFERENCE SCHEDULE:

Download at: <http://michiganrehabilitationconference.org/>

The hotel and meeting rooms are located within one large facility, which means there are **LOTS OF DISTANCES** to walk between meeting rooms and the Exhibition Hall or the hotel rooms or the Restaurants. Be sure to bring comfortable shoes.

CONFERENCE REGISTRATION: The fee is provided as part of your scholarship award, which has been paid in advance and includes participation at Conference activities. The Exhibitor Scholarship Award includes two Conference registrations.

The **DRESS CODE** for the main part of the Conference (Wednesday and Thursday) is Business Casual, which means that “no jeans” should be worn, but nice pants, skirts, dresses, and shirts would be appropriate. On the first day (Tuesday) and the last day (Friday), since you will be traveling, attending Orientation, and wrapping up workshops, casual attire (jeans would be okay) is fine.

MEALS/TRANSPORTATION COSTS:

Some of the **MEALS** are provided as part of the Conference.

A **CASH CARD** to *cover meals not provided during the conference* and *mileage to/from your home to Grand Rapids* will be distributed at the end of the Orientation Session (Tuesday night). The reimbursement amounts will be based on State of Michigan Travel Rates (.365 per mile).

You will need to bring **SPENDING MONEY** if you plan to make any purchases at the shops, in the Exhibition Hall, etc.

If you use a **DRIVER**, expenses will be reimbursed directly to the Driver following the Conference. They will be asked to complete an invoice which will be processed so that they receive a check at their home address within 10–14 business days of the Conference. They will be reimbursed at \$10.00 per hour for the time they drive and the State of Michigan mileage rate.

If you use a **PERSONAL ASSISTANT (PA)**, expenses will be reimbursed directly to your PA following the Conference. PAs will be reimbursed \$10.00/hour for the time they assist you at the Conference. At the Tuesday Orientation Session, they will receive an invoice to complete in order to receive payment for services provided. PAs can be reimbursed for meals not covered by the Conference as described in the meals section of this form. However, receipts for these meals must be attached to their invoice. PAs who provide transportation for Scholarship Attendees to and from the Conference will be reimbursed the hourly pay rate, and the state mileage rate. Invoices will be provided so that they receive a check at their home address within 10–14 business days of the Conference.

If you will be an **EXHIBITOR** at the Conference, the registration fee for each Exhibit provides for two people to attend. This means that if you are in need of a support person, helper, etc. to assist you with the set up, managing and tear down of your exhibit, the registration is covered.

Set up for Exhibits:

Exhibits may be set up between Tuesday October 25th at 4:00 p.m. and must be completed by 10:30 a.m. on Wednesday October 26th.

Tear Down for Exhibits:

Tear Down of exhibits may not begin before 3:00 p.m., October 27, 2011.

Exhibits must be taken down by 8:30 p.m. on Thursday, October 27th. The “Exhibitor Details” document found in this packet will provide you with further information needed for unloading your exhibit.

NEED ADDITIONAL INFORMATION?

Contact our office at: (517) 887-9370 or toll free at 877-335-9370