



# 2018 SYMPOSIUM & InfoMart

ONTARIO ASSOCIATION OF OPTOMETRISTS

## Policies and Notices

### 1. Who Should Attend

This Symposium has been designed to meet the educational needs of optometrists, optometry students, optometric staff/assistants, office administrators and dispensary managers.

### 2. Schedule Changes and Speakers

Schedules are subject to change to accommodate emergent situations. Visit [www.oaosymposium.com](http://www.oaosymposium.com) for speaker and schedule changes as well as other important updates. Delegates will also be sent notifications via email wherever possible and/or be informed through announcements on site.

OAO reserves the right to cancel its Symposium, or any part of the meeting, due to unforeseen circumstances or to limit enrollments. Costs incurred, such as airline or hotel penalties, are the responsibility of the individual.

### 3. Cancellation Policy

Cancellations must be received in writing **by noon on Friday, March 30, 2018**. To receive a full refund, less a \$25 administration fee, email [kshah@optom.on.ca](mailto:kshah@optom.on.ca) or fax 905-826-0625. Notifications received after this time will not be refunded.

### 4. Course Registration and Payment

All continuing education courses are included in the base registration fee unless otherwise indicated.

Courses are limited by room capacities; admittance will be based on time of registration. The name badge provided in your delegate registration is required to be visible for entry into any course. Registrants are required to attend the entire session to receive continuing education credit.

Delegates must pay in full to confirm courses. No waitlists or holds without payments will be done. Any registrations without payment (pending) will be given **48 hours** to provide payment otherwise the registration will be removed from the system and delegates will need to re-register with payment. An email notification may be sent to the delegate as a reminder but it is the responsibility of the delegate to provide payment in full at time of registration.

### 5. Continuing Education Credits

Each course attendee's badge will be scanned upon entry and exit to verify complete attendance. Continuing education credits will be electronically recorded. Optometric staff attendees may receive a printed certificate only.

All attendees are required to attend the full length of the course. Course auditing is not permitted. If you are more than **10 minutes late** for a one-hour course or **20 minutes late** for a two-hour course, you will not receive CE credit.

Delegates are requested to complete an evaluation of each session attended. The evaluation will be sent by email immediately after the closing of Symposium to the email address that you provided upon registration for this event. The evaluation is also available on the mobile app.

Continuing Education Certificates will be sent by email to each delegate within four weeks of completing the evaluation and uploaded to the ARBO CE Tracker Database. It is the delegate's responsibility to provide OAO with correct OE Tracker numbers upon registering. While we upload the credits to CE Tracker, please retain certificates as it is the responsibility of the delegates to maintain their continuing education records for reporting to your appropriate College or State Licensing authority.

### 6. Course Locations

All courses will take place at the Sheraton Centre Toronto Hotel unless otherwise indicated. The course room assignments will be published on your personalized badge, in the event program and on the mobile application. In the event of a room change, delegates will be notified through on-site announcements and the mobile app. Delegates can also verify course locations at the registration desk.

### 7. Course Handouts

Handout materials, when provided by course instructors, will be available for download. Handouts will not be printed for distribution on-site. Delegates will be sent a web link to the download site.

### 8. Course Approvals

Course codes will indicate eligibility for Category A, Category B and/or COPE credit.

All optometric staff courses will qualify for the Canadian Association of Optometrists Optometric Staff Certificate Program for continuing education credit.

### 9. Audio Recording

Select continuing education sessions may be audio recorded for future use. Please note personal audio and/or video recording of any presentation is not permitted and cannot be rebroadcasted.

### 10. Photography

All delegates accept that they may be photographed or video recorded during the event. Consent is hereby provided to OAO to use delegates' images by name or without, whether alone or with other persons, for the purpose of promotional or educational material, publications, on the OAO website or any other form of media. All delegates waive any right to inspect or approve the image and to be compensated. Furthermore, agree to hold OAO free and harmless from any claims when used lawfully within the scope described above.

### 11. Delegate Information

Delegates who have signed up for a sponsored event (including breakfasts, lunches, reception events, etc.) will have their delegate information shared with sponsors.

### 12. Electronic Communication

Delegates who register for OAO Symposiums will be asked for consent to agree to receive electronic communications from OAO related to the current conference along with other events.