

VISION
INSTITUTE
2019 CONFERENCE & TRADE SHOW
POLICIES and NOTICES

1. Who Should Attend

This conference 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

Lecture schedules and speakers are subject to change without notice. The Vision Institute also reserves the right to cancel its conference, or any part of the meeting, due to unforeseen circumstances. Costs incurred by any attendees, such as travel or accommodation expenses, are the responsibility of the individual.

3. Registration and Payment

Registration can be completed on-line or by faxing or mailing us the payment portion of the Conference Registration Brochure (see Optometrists Program and/or Assistants Program button link.) Payment must be made in full at the time of registration. If registering by mail, post-dated cheques will **not** be accepted. On-site registration will be available (see fee schedule.)

Delegates must pay in full to confirm registration. 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.

4. Cancellation and Refund Policy

Cancellations must be received in writing by **FRIDAY, NOVEMBER 1, 2019**. All refunds before this date will be subject to a \$50.00 administration fee. **NO REFUNDS AFTER THIS DATE.**

5. Course Education Credits

All Vision Institute lectures/courses are “**Category A**” (COPE Equivalent) for the purposes of the Ontario College of Optometrists. Each attendee’s badge will be scanned upon entry and exit to verify complete attendance. Continuing education credits will be electronically recorded. Continuing Education credits will be uploaded to the ARBO CE Tracker Database by the Vision Institute within one month of the last day of the program.

Optometric staff attendees will receive a printed certificate only.

6. Conference Parking

A day **PARKING PASS** for the Markham Hilton Suites Hotel and Conference Centre will be emailed to you after your registration is completed.

7. Lecture Notes

Lecture notes will be posted on our website by **FRIDAY, NOVEMBER 1, 2019**.

8. Inquiries

Please direct any inquiries by email to **Ms. Sherry Power** at: visioninstitute@rogers.com

www.VisionInstituteCanada.com