OAO 2016 Education Policies & Notices

WHO SHOULD ATTEND

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

Schedule Changes & Speakers

Schedules are subject to change to accommodate emergent situations. Visit www.optom.on.ca for speaker and schedule changes as well as other important updates. Delegates will also be sent notifications via e-mail wherever possible and/or be informed through announcements on site.

The OAO reserves the right to cancel its event, 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.

Cancellation Policy

Cancellations must be received in writing by noon on Friday, September 23, 2016. Contact the Ontario Association of Optometrists (OAO) to receive a full refund less a $25 administration fee either by fax to 905-826-0625 or by email to kshah@optom.on.ca. Notifications received after this time will not be reimbursed.

Course Registration and Attendance

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.

Each course attendee's badge will be scanned upon entry and exiting. Continuing education credits will be electronically recorded.

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 be allowed to enter the room.

Continuing Education Credits

Delegates are requested to complete an evaluation of each session you attended. The evaluation will be sent by e-mail immediately after the closing of the event to the email address that you provided upon registration for this event.

Continuing Education Certificates will be sent by e-mail 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.

Course Handouts

Handouts will not be printed for distribution on-site.

Course Approvals

Course Codes will indicate if they are eligible for Category A/COPE or B (industry sponsored) credit.

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.

Photography

All delegates accept that by participating in an Ontario Association of Optometrists (OAO) event may be photographed or video tapped during the event. Consent is hereby provided to the 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 the OAO free and harmless from any claims when used lawfully within the scope described above.

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.

Electronic Communication

Delegates who register for OAO Education agree to receive electronic communications from OAO related to the current conference along with other events.