



Important Due Dates / Mark your Calendar

April

Monday, April 18, 2016 12am EDT – LETR International Conference Registration opens.

Early-bird registration fee of \$385.00 USD per person applies until Friday, June 10, 2016 5:00 PM EDT

May

Saturday, May 14, 2016 5:00pm EDT – All award nominations for the Executive Council Athlete Award, John Carion “Unsung Hero” Award and, Hall of Fame Award and their required support materials must be submitted via the online format available through the official LETR website <http://www.lettr.org> and received no later than 5:00 PM, EDT

June

Friday, June 10, 2016 5:00pm EDT – Early-Bird conference registration ends. After 5:00pm EDT the Regular Registration fee of \$435.00 USD per person applies until registration closes on Monday, August 1, 2016 5PM EDT

July

Friday, July 1, 2016 5:00pm EDT – All nominations & support materials for Executive Council elected offices must be submitted via the online format available through the official LETR website <http://www.lettr.org> and received no later than 5:00pm EDT

Friday July 15, 2016, 5:00pm EDT – All IACP Photo Contest submissions are due. Submit all photos via IACP online portal www.wizehive.com/contests/2016torchrn Please do not send the information to the SOI office as this may delay receipt and preclude the inclusion of your officer in the presentation.

Friday July 22, 2016, 5:00pm PDT – All “In Remembrance Tribute” and Year in Review photos are due. Submit information directly to: John Pratt at torchrunner@comcast.net Please do not send the information to the SOI office as this may delay receipt and preclude the inclusion of your photos in the presentation.

Friday July 29, 2016, 5:00pm PDT –Guardians of the Flame Miners Lamp Escort submissions are due. Submit information directly to: Lisa Carlone lisac@soct.org Please do not send the information to the SOI office as this may delay receipt and preclude the inclusion of your officer in the presentation.

August

Monday, August 1, 2016 5:00pm EDT – Conference Registration and Hotel Reservation closes, after which time the conference rate may not apply, hotel rooms may not be available, and registrants may not be included in the 2016 LETR International Conference Directory.

Questions conference housing and registration system should be directed to Marnie Kuhn mkuhn@HelmsBriscoe.com or Nick Van Stratt nvanstratt@HelmsBriscoe.com The Conference housing and registration HELP DESK phone number is (202) 596-6153.

Monday August 8, 2016 – Conference Registration Check Payment Deadline: All conference registration check payments must be received by Special Olympics International no later than the close of business Monday August 8, 2016 5:00pm EDT. Checks (this does not include hotel reservation costs) should be made payable in full to Special Olympics International and mailed to: Special Olympics International Attention: Victoria Rivers, 1133 19th Street NW, Washington DC 20036.

Monday August 8, 2016 – Hotel Reservation Check Payment Deadline: **When you are ready to remit payment to the hotel for lodging, please contact Nick Van Stratt or Marnie Kuhn for a breakdown of your hotel block to be shared with the Sheraton for total cost confirmation.** All checks for hotel reservations must be made payable in full to the Sheraton Grand Phoenix and mailed directly to: Sheraton Grand Phoenix Attn: Peggy Ledford 340 North 3rd Street Phoenix, AZ 85004. All hotel reservation check payments must be received by the Sheraton Grand Phoenix no later than the close of business.

Monday August 8, 2016 at 5:00pm MST – Hotel Reservation Credit Card Payment Deadline: Complete the downloadable credit card authorization form available on the Conference Registration page. The form cannot be scanned or emailed. The form **MUST BE FAXED** directly to the Sheraton Grand Phoenix using fax number (602) 817-5370.

August 22 thru September 7

Please arrange to have your auction items and T-Shirt Exchange boxes arrive at the below address no sooner than August 22 and no later than September 7. All costs associated with shipping T-Shirts and auction items to and from the conference is the responsibility of the individual and/or LETR Program. Ship to : Special Olympics Arizona C/O (Your Program Name) 7150 W. Roosevelt St. #D-131 Phoenix, AZ 85043 USA

****NOTE**** Cancellation and Substitution Policy: All cancellations, substitutions and registration modifications will be processed at no additional charge until 5:00pm EDT on Monday, August 1, 2016. **After this deadline any changes to a conference registration are subject to an additional \$50.00 charge per amended registration.**

We look forward to working with each of you to ensure a successful registration process. Questions or comments regarding this process should be directed to Victoria Rivers, Specialist, Law Enforcement Torch Run, or John Pratt, Chair, International Conference Planning Committee.