



Instructions

- ▶ Please register for the Tulsa 2012 Large Club Conference and make your Hyatt Regency Tulsa Hotel reservation as soon as possible. There are links for both procedures on the LCC website, www.rotarylargetclub.org. You may also call the Rotary Club of Tulsa office at 918-584-7642, if you need assistance.
- ▶ The Conference Registration link is ...
<http://www.regonline.com/2012rotarylargetclubconference>
- ▶ The Hotel Reservation link is ...
https://resweb.passkey.com/Resweb.do?mode=welcome_ei_new&eventID=5829495
- ▶ The \$500 conference registration fee for attendees covers all conference meals and meeting materials. The \$400 conference registration fee for spouses covers all conference meals except for mid-day breaks and lunches. No meeting materials are included in the spousal fee. A spouse may attend either or both lunches by paying a nominal fee at the door.
- ▶ You can pay for the conference online with a credit card or via check sent to the Rotary Club of Tulsa. Registration for the conference is online. If you cannot register online, please call the Rotary Club of Tulsa; we'll take your credit card information over the phone.
- ▶ All statistical data about your Rotary Club is collected online when the Executive Director registers, so someone must register as the Executive for your club's statistics to be included in the analysis. (If the Executive cannot attend, the PE may register as the Executive to enter the stats; the correct title of the attendee can be entered when the personal information is collected.) If you have any questions, please call the Rotary Club of Tulsa office at 918-584-7642.
- ▶ You may begin to register, stop and then return to complete your conference registration at a later date. If you exit the registration process properly, all the prior information will be saved. Your user login and password were retained in the system if you registered for the 2011 conference
- ▶ The attire for the meetings and evening meals will be business casual.
- ▶ Please include your flight arrival and departure details with your registration submission when you have made your travel reservations, or email donna@tulsarotary.com your travel plans.
- ▶ Please either post your photos to the online registration system or forward photo files of conference attendees to jane@tulsarotary.com by January 6, 2012.