Dear Virginia Hamilton Conference Participant:

Thank you for your registration for the 33rd Annual Virginia Hamilton Conference. According to your registration, you plan to attend the conference on Friday.

The program will be held in the Kent Student Center, 1051 Risman Drive at Kent State University. Please check in between 8:00 and 8:45 a.m. at the registration table outside the Ballroom of the Student Center. A continental breakfast will be provided to conference participants.

The program begins promptly at 9:00 a.m. in the KIVA, located on the first floor of the Kent Student Center. Workshops sessions take place on the 3rd Floor of the University Library 3rd. The Library is directly across the plaza from the Student Center.

Parking
Parking is available in the Student Center parking lot. Please bring your parking ticket inside for validation; validation will be done during lunch. If the lot is full, please park across the street in Lot C – Campus Center Commuter. Please ensure that you allow adequate time to park and walk the short distance to the Student Center.

Conference Features
An autographing session will be held at the conclusion of the conference at 4:15 p.m. in the KIVA. Due to the number of participants attending the conference, there will be a limit of three books per person, per author for the autographing sessions. If you would like to have additional books signed, you will be asked to step to the end of the line.

Books for Sale
The Kent State University Bookstore will be featuring selected works by guest authors and illustrators. On Thursday evening, sales will take place in the Ballroom. You may also purchase the same works on the Kent State University Bookstore. A 10% discount for conference speakers’ books will be extended to participants with code #129. Purchasing your books prior to the conference may be time-efficient if you anticipate having books autographed that day. If you plan a large purchase, please contact Nicole Dech in the University Bookstore at (330) 672-2762.

Cancellations
Cancellations must be received in writing by our office prior to the beginning of the program. Cancellations received on or after March 31 are subject to a nonrefundable deposit fee of $15 and will not be accepted after the program begins. If you are unable to attend, you may arrange to have a substitute attend in your place.

If you have any questions about registration prior to your arrival, do not hesitate to contact us at (330) 672-3101.

Sincerely,
Office of Continuing and Distance Education

Workshop Sessions: http://www.kent.edu/virginiahiltonconference/annual-conference
Campus Map: http://www.kent.edu/parking/locations/index.cfm