



OTAC 2022 Annual Conference FAQs

Frequently Asked Questions

When I register, do I need to select the sessions and activities that I want to attend at Conference?

Absolutely. A blue ticket is required for admittance to ANY session or event. The blue tickets are preprinted in advance based on your registration form selections and inserted in your registration envelope along with your name badge. You pick these up on site at Conference.

If you don't select sessions in advance, you must stand in line at the On-site Registration counter at Conference to select your sessions and receive appropriate blue tickets for admittance to your sessions/events. This can take a long time depending upon on how many others are in line and may lead to missing sessions. You are limited to sessions/activities that still have availability.

We use the advance session selection to help us assign sessions to the best appropriate meeting room size/capacity for your learning experience and to adhere to fire marshal room capacity regulations.

Can I select overlapping (concurrent) sessions?

No. You may only select one session per time frame. Registration forms will not be accepted if you select overlapping sessions as you can't be in two sessions at once and we don't know which is your preference.

Can I change any session selections that I have already registered/selected to attend?

Yes. If you want to attend a different session than one(s) you have already selected, notify the OTAC staff at staff@otaonline.org or 916-693-7079. They will make the changes as long as the new session/event selections are not sold out/still have capacity. If you are a student registering at the student rate, you are limited to only student track sessions on Friday and Saturday, unless you wish to pay the practitioner rate.

Why do we need blue tickets?

The blue tickets are kept on file at the OTAC office for four years following conference in the event we are contacted by CBOT in regard to licensee PDU audits for license renewal. The blue tickets are a final confirmation of your attendance in support of the Conference Certificate of Completion and registration payment in your customer record.



Can I register to attend the Annual Conference if I am not a member of OTAC?

Yes. We gladly accept registrations from non-OTAC members. The nonmember fee includes receiving a discounted membership (if you haven't been a member since July 2021). If you aren't sure of your member status, please contact the OTAC office at staff@otaonline.org.

If I register as a student, what can I attend?

When you register at the student rate, you are able to attend Student Track sessions for Friday and Saturday, as well as ANY session on Thursday and/or Sunday. (Each day/combination of days has their own registration fee rate.) Students also have access to special activities such as, Movie Night, Expo Hall, OTAC Awards Ceremony and Keynote, President's Reception, and OTAC Annual Breakfast Meeting with Keynote. If you are a student but would like to attend any sessions on Friday and Saturday, you can purchase the Practitioner (OT/OTA) registration. Students receive a deep discount on their Student Track registration fee.

How do I utilize the Workplace Colleague Discount?

Three or more OTAC members from the same physical workplace address can receive a 10% discount (each) when pre-registering for conference together. A minimum of three registrants required. Each person must complete a registration form and fax or mail them to the OTAC office at the same time. You cannot receive the discount by registering online. Students are not eligible. All individuals participating must be an OTAC member to qualify. Nonmembers can join OTAC at the time of registration (at the discounted rate if they haven't been a member since July 2021), which would then qualify them for the Workplace Colleague Discount. The nonmember registration fee INCLUDES membership, if you haven't been a member since July 2021.

Is there a refund policy?

Yes. You may cancel by October 14, 2022 to be eligible for a refund (minus the cancellation fee). The Cancellation Fees are: \$75/Practitioners; \$45 Students. To cancel your registration, please contact the OTAC office at staff@otaonline.org, stating the reason for your cancellation request. No refund requests will be accepted after October 14, 2022. Refunds will not be processed until 30 days after Conference has concluded. Refunds will never exceed the amount of funds you paid.

Will session handouts be available?

Yes, if provided by the presenter. Handouts provided by the presenter(s) for each session will be posted to the OTAC Conference website as well as the mobile app, usually one week before Conference begins. OTAC will not provide hard copies of handouts, but some presenters may bring copies to their sessions. It is up to your own discretion to print out handouts in advance; there will not be printing services available on-site. Although the hotel website indicates that wi-fi is available, we recommend that you download the session handouts in advance.



Is there a place to buy coffee at the Conference site/Hyatt Regency Santa Clara?

Yes. The Market (a grab-n-go format), 6am-9pm. Evolution Restaurant & Bar, 11am-10pm (Bar open until 11pm). Truya Sushi, check onsite for hours.

Where do I go to check-in/pick up my registration materials (or to register on site)?

The registration area is located on the mezzanine level of the Hyatt Regency Santa Clara.

Registration counter hours:

Thursday, Oct. 27 – 8:00am-6:30pm

Friday, Oct. 28 – 7:15am-5:00pm

Saturday, Oct. 29 – 7:15am-6:00pm

Sunday, Oct. 30 – 7:15am-5:00pm

Picking up your registration packet on Thursday is a helpful tip. It affords you time to review the materials and identify what meeting rooms your sessions are in as well as to tear apart/separate your blue tickets and have them ready to give to the room monitor at each session/activity.

If you cannot pick up your registration packet on Thursday, we recommend that you arrive at the opening of the registration counter (7:15pm on each day) so that you can become familiar with your schedule and blue tickets before sessions begin.

If you have not registered in advance, go to on-site registration (located in the same place as mentioned above) to pay and select sessions. On-site registration fees apply.

What is in my registration packet?

Your registration packet contains your name badge, session/activity blue tickets, meal tickets (if applicable), certificate of completion, and important flyers. If you have not registered in advance, you must go to on-site registration (located in the same places as mentioned above) in order to register/pay and select sessions. On-site registration fees apply. Please wear your badge at all time.

Is parking validated? No.

Will Wi-Fi be available?

Yes, according to the Hyatt Regency Santa Clara website, although we recommend that you download the session handouts in advance.