

Top Ladies of Distinction, Inc.™
Top Teens of America™
39th Annual Area One Conference

CONFERENCE REGISTRATION AND HOTEL RESERVATION PROCEDURE

General Information and Instructions

The Area One Financial Secretary will handle the conference registration for the 39th Area One Conference. All conference registration forms must be sent to the address indicated on the forms. The **Shreveport Hilton** will handle the hotel reservation. Follow instructions on the Housing reservation Form. There is a hotel rooming list that must accompany the hotel reservations for Teens and their Chaperones.

Conference Registration

- The Chapter Presidents Empowering Luncheon is complimentary for Chapter Presidents.
- **There is a registration form for Teens and a registration form for Ladies and Lords.**
- **Early Bird** registration postmark deadline is
 - **January 16, 2010**
- Make sure to indicate if the Top Lady is a TTA Chaperone. Generally if a Lady is housed with the Teens that Lady will be a TTA Chaperone.
- Name badges and Ribbons will be provided to identify Founders, National & Area Officers including Area Committee Chairs (Ladies& Teens) and Members. Please check the appropriate box and give the name of your office or committee.
- **Please note: No Personal Checks accepted for conference fees, including registration or ticket sales.**
- Please adhere to all deadline dates and mail your registration forms to the Area I Financial Secretary.
- **Registration** postmark deadline is:
 - **February 6, 2010**
- Any Ladies registration form received and postmarked after February 6, 2010 in the office of the Area One Financial Secretary will be On-Site registration.
- Make sure you send one registration form for each Lady, Inductee, Top Teen or Lord.. **Teens' registration is not complete until Fees, Registration Forms and Pictures (passport size only) are received.**
- **PLEASE DUPLICATE ALL REGISTRATION FORMS AS NEEDED**

Hotel Reservation – Please see reservation forms for hotel reservations.

TOP TEENS AND CHAPERONES:

- ◆ Teens must submit photos.
- Teens must wear conference badges at all times.
- Please read all of the information and instructions on the Housing Reservation Form.
- ◆ Be sure to complete the rooming list and Mail by **February 6, 2010**. Be sure to indicate arrival and departure time. Rooming list needs to be provided to **Hotel** and **Lady Janice Scimmons**.
- Make sure to indicate the Chapter on the form.
- Be sure that you indicate if you are coming by **bus**. We will need to arrange for parking.

TOP LADIES, INDUCTEES & LORDS:

- Please read all of the information and instructions on the Housing Reservation Form.
- The Hotel will accept telephone calls for room reservations. Or you may reserve your room On-Line.

ALL REGISTRANTS MUST WEAR CONFERENCE BADGES AT ALL TIMES.