

## 2014 Summer Conference FAQ

INFORMATION ABOUT REGISTRATION, PAYMENT, REFUNDS, and so much more.

Visit our website at <http://www.oregonchristianwriters.org> for more information and registration.

### **REGISTRATION**

#### **How much does the conference cost?**

The conference tuition is \$475 for members who register by July 1, 2014, and \$495 for non-members and \$515 for anyone registering after July 1. (You may opt to join OCW at the time of registration to receive the members-only rate.)

Full tuition includes all conferences activities from 2 p.m. Monday through noon Thursday, including lunches and dinners from Monday evening through Wednesday evening.

We also offer part-time tuition rates for those who are unable to attend the full conference. Daily prices include the meals indicated and all conference activities on the day(s) of attendance. Daily tuition prices (which increase by \$10 after July 1, 2014) are:

- Monday \$100 (dinner)
- Tuesday \$175 (lunch & dinner)
- Wednesday \$175 (lunch & dinner)
- Thursday \$60

#### **How do I register?**

Fill out the secure form on our site or send in a check with the registration form, which can be downloaded from the site (also attached). A deposit of \$100 and your indication of your coaching class preference make you a “registered” conferee.

Remember, to use the members-only option, your membership must be in place at the time of the conference. So if your membership lapses before August 1, you will need to renew your membership in order to take advantage of the members-only tuition of \$475.

We are working out a more cost-effective way for an online option to pay the balance after your initial \$100 registration. We forfeit a percentage on each online registration and payment and are researching other options. For instance, it is our understanding that if you have a PayPal account (and they're easy to set up), you can direct the balance of what you owe directly to [business@oregonchristianwriters.org](mailto:business@oregonchristianwriters.org) without OCW having to forfeit a percentage. Stay tuned.

### **When is the deadline for registration?**

You may register for the conference at any time, though space is limited to 300 attendees. We accept registration on a first-come, first-served basis. Please note that the earlier you register, the better your chance to be in the morning coaching class you want. Most coaching classes are considered full (and closed) after the first 15 students (varies) request it.

### **Does my registration payment get me into all of the events?**

Yes, your registration gets you into all conference activities—lunches and dinners, a morning coaching class, afternoon workshops and panels, and keynote addresses—for your day(s) of attendance. Lodging, however, is not included in your registration.

### **How can I confirm my registration was received and processed?**

After we receive and process your registration, a confirmation will be sent by email.

### **If I register and then discover I'm unable to attend, can I get a refund?**

Yes. Requests for refunds must be made in writing or by email.

All monies will be refunded if you cancel by June 15. All but \$100 is refundable if you cancel between June 15 and July 15. There will be no refunds after July 15, 2014.

### **I can't attend the whole conference; is there a day rate?**

Yes, we will offer part-time tuition rates for those who unable to attend the full conference. Daily prices include the meals indicated and all conference activities on the day(s) of attendance. Daily tuition prices (which increase by \$10 after July 1, 2014) are:

- Monday \$100 (dinner)
- Tuesday \$175 (lunch & dinner)
- Wednesday \$175 (lunch & dinner)
- Thursday \$60

### **How do I sign up for the Manuscript Submission program?**

You can find details about the Manuscript Submission program [HERE](#). Please note that only those attending the conference full time are eligible to participate in the Manuscript Submission program.

## **How do I get a Mentoring Author appointment?**

At the beginning of July, all registered conferees will receive an email asking for their first, second, and third choices for mentoring. One appointment will be given to each conferee. This is an opportunity to sit with an experienced and award-winning author to ask for “next step” career advice or show a writing sample if you have craft questions. Visit the Mentor page ([LINK](#)) to see our list of outstanding mentors.

## **Which events are available for individual ticket purchases?**

Dinner Monday, Tuesday, or Wednesday evening

Monday and/or Tuesday evening: Keynote address by Allen Arnold

Tuesday luncheon and keynote address by Chad R. Allen of Baker Books

Wednesday evening Cascade Awards presentation, keynote address by Allen Arnold, and dessert reception

Thursday morning: Keynote address by Dan Walsh and Communion Service

*Note: The cost of these is included in the registration fees for full-time and part-time conferees on the day(s) of their attendance. Prices for these events will be published **here** as details become available.*

## **What are the important deadlines I need to know about?**

April: Early registration begins

June 1, 2014: Manuscript Submission program begins and the PO Box for submissions will be posted on the website that day

June 15, 2014: Last day to request a full refund

July 7, 2014: Last day to postmark Manuscript Submissions

July 1, 2014: Early registration ends – cost for full-time registration after this date will be \$515, regardless of membership status; additional \$10 per day for part-time conferees.

July 15, 2014: Last day to request a conference refund (less \$100 deposit). No refunds after this date.

July 15, 2014: A \$50 late fee will be added to registrations received after this date

July 15, 2014: Choose your Mentor. Registered conferees will receive an email with instruction to choose a Mentor (one per conferee).

July 20, 2014: Last day to make reservations at the Red Lion on the River (conference hotel at Jantzen Beach) with the special OCW Summer Conference rate through a specially designed hotel website just for our conference – details posted by May 1.

August 4, 2014: Welcome to the 2014 Summer Conference!

**I'm from out of town and will need lodging while I'm at the conference. Where should I stay?**

The 2014 Summer Conference will be held once again at the Red Lion on the River Hotel at Jantzen Beach in Portland. There will be blocks of rooms available to summer conference conferees at a special rate. You can find lodging details on our website.

**I will be coming in an RV. Where can I stay?**

You're welcome to park your RV or camper in the hotel parking lot, but you may not "live" in it during the conference. There is an RV park less than one mile from the conference hotel: <http://www.jantzenbeachrv.com/>.

**I am coming alone. Can I share a room with someone?**

Yes. But make a single occupancy reservation first. We will develop a list of those who want to be matched up with a roommate and will send an email to all in that group, allowing you to find a match. Then one of you can cancel your single occupancy reservation and the other will notify the hotel of the name of a roommate, changing their reservation to double occupancy.

**I have a spouse or friend who will be rooming with me but will not attend the conference. How does that work?**

If you're staying at the conference hotel and the other person would like to eat meals with you and perhaps attend the evening keynote addresses, there is a "non-participating roommate" package available. Contact us at [business@oregonchristianwriters.org](mailto:business@oregonchristianwriters.org) for further details.

**Is there transportation to the conference hotel from the airport?**

Yes. The hotel offers a free shuttle to and from the airport. More information available in mid-July regarding the number to call when you arrive at Portland International Airport (PDX).

**How do I get to the conference?**

The hotel's address is 909 N. Hayden Island Drive, Portland, Oregon, and is accessible by getting off Interstate 5 at Exit 308 whether coming from the north or south.

### **What are the meal accommodations?**

Meals included in tuition include lunch and dinner (or as listed on part-time attendee days), and will be served in the dining area. Only food prepared by the Red Lion kitchen staff may be consumed in the dining area.

Meals will be served plated (not buffet-style) and you will receive a ticket for each meal when you pick up your registration materials upon your arrival at the hotel.

If you have dietary issues—not just preferences—indicate them when you register (at least two weeks before the conference), letting us know the specific issues. The hotel’s chef will provide plated meals that will accommodate your needs.

Breakfast is not a scheduled event. There are several options: breakfast before you come to the conference if you’re commuting, breakfast in your room with your own food. A Safeway grocery store is just two blocks away. All rooms have an in-room refrigerator and microwave. Several restaurants are nearby. The hotel restaurant and room service are also available to you.

## **CLASS AND WORKSHOP INFORMATION**

### **Do I need to sign up in advance for a coaching class?**

Yes, you must choose your coaching class when you register. Because many of the coaching classes are limited to a specific number of participants, we encourage early registration to secure your spot in your preferred coaching class for seven hours of instruction over three mornings. You can find more information about the coaching classes [HERE](#).

### **Do I need to sign up in advance for the workshops?**

No. However, we will poll registered conferees in early July to gauge the level of interest for each workshop. We do this so we can assign workshops to appropriately sized rooms. You will not be bound by those choices and can attend whichever workshops are of interest to you during the conference. You can find more information about the workshops available [HERE](#).

### **Who are the coaching class and workshop instructors?**

Experienced writers and teachers and other professionals in the publishing industry, all highly regarded in their respective fields. Details on each faculty member are available on the faculty page.

### **What do I need to bring to my morning coaching class and afternoon workshops?**

Enthusiasm, an open mind, a pen, paper, and laptop, if you prefer. We also recommend bringing copies of any stories, poems, manuscripts, to share in workshops and Coaching Classes. Some Coaching Classes may have specific requirements. Click [HERE](#) for more information about each Coaching Class.

### **What are Nite Owls?**

Nite Owls are a very special perk of the Summer Conference. After-hours, conferees are invited to attend these “mini-workshops” taught by top professionals and award-winning authors. More information on Nite Owls will be available as the conference details are finalized.

## **PORTLAND INFORMATION**

### **What will the weather be like?**

Portland summers can vary, but a typical early August day finds bright, clear skies and an average temperature of 75–80 degrees. Mornings and evenings can be chilly, so we suggest layers, such as a light sweater or jacket. All scheduled conference activities are indoors.

### **What should I pack to wear?**

The dress at the conference is typically dress casual. Remember, you may be meeting with agents, editors, fellow authors, and other industry professionals. No need for a three-piece suit, but leave the hole-y jeans at home! The hotel is air-conditioned so remember to pack a light sweater or jacket.

You can find more packing tips on our website.

## **OTHER PERKS**

### **I am an author and would like to sell my books at the conference. How do I do that?**

Note on your registration if you plan to sell books in the bookstore and we will get the necessary information to you in July. You must be either an OCW member or a conference faculty member to sell books at the conference.

The OCW Bookstore will be open daily during posted hours and will feature books and other writing-related materials by conference faculty members and OCW members.

**Will there be book signings?**

There will be a book-signing party on Wednesday afternoon. Authors may also be available individually to sign their books throughout the conference.

**Where can one make copies and/or print manuscripts? What about Internet access at the hotel?**

Free high-speed wireless Internet access is available throughout the hotel. You will receive login information upon check-in at the hotel, or by visiting the hospitality desk if you are not staying at the hotel.

The hotel also offers a free business center, which includes computers, printers, and a copier, for guests. Access to the business center is available via your room's keycard. The business center copiers are for small amounts of copies. There is a nearby Office Depot for larger copy amounts.

**I need an author photo. Can I have one taken at the conference?**

Yes, our conference photographers Sam Hall and Michael Diehl will once again be offering conference photos. You can find more information [HERE](#).

**Some final notes**

If you register online, you can only pay \$100 (and membership fees, if applicable). There will be other options available to pay your balance, including using your PayPal account to direct a specific amount of money to [business@oregonchristianwriters.org](mailto:business@oregonchristianwriters.org)

If you would like to donate toward the OCW scholarship fund and/or designate money so a specific person can attend (you may remain anonymous), you may do that. However, because of our tax status, we cannot receipt your gifts as tax-deductible.

Some or all of your expenses related to attending the conference may be tax-deductible. Check with a tax professional to get a definitive answer.

See you at the conference.