

LASA2015 Local Logistics

Registration

As in the past, all LASA Congress participants and attendees must be registered; no exceptions can be made. The deadline for Congress participants to preregister was March 31, 2015.

Registration and check-in areas will be located in the Caribe Hilton Hotel, on the first floor of the main building near the San Cristobal Ballroom foyer. Participants are encouraged to check in for the Congress starting on Tuesday, May 26, from 2:00 pm to 9:00 pm.

Registration and check-in hours:

Tuesday, May 26	2:00 pm–9:00 pm
Wednesday, May 27	7:00 am–8:00 pm
Thursday, May 28	7:00 am–6:30 pm
Friday, May 29	7:30 am–5:00 pm
Saturday, May 30	7:30 am–1:00 pm

Check-In

For LASA2015, registered participants will receive their name badge, program book, *constancias*, and other information at the time of check-in.

Participants are urged to give themselves ample time to check in before their scheduled sessions. Individuals planning on attending Wednesday morning sessions should consider checking in from 2:00 pm to 9:00 pm on Tuesday, May 26, if at all possible. (At any rate, people who attend the Welcome Ceremony and Reception on Wednesday night will be required to wear their badges.)

On-Site Registration

Individuals registering on site should proceed to the on-site registration area to pay the required fees and receive their materials. MasterCard and Visa credit cards, checks written on U.S.-based banks, and U.S. currency will be accepted.

Congress Sessions and Proceedings

Sessions will be held in the Caribe Hilton and Condado Plaza Hilton Hotels. Congress papers received by the Secretariat by the May 1 deadline will be posted to the LASA website before the start of the meeting.

Contracted Hotels

The Caribe Hilton and Condado Plaza Hilton are the main sites for LASA2015.

Caribe Hilton Hotel (Congress hotel)

1 San Geronimo Street
San Juan, PR 00901 USA
Phone: (787)-721-0303

Condado Plaza Hilton Hotel (Congress hotel)

999 Ashford Avenue
San Juan, PR 00907 USA
Phone: (787)-721-1000

Transportation from the Airport to Hotels

The Luis Muñoz Marín International Airport (SJU) is located about eight miles from the Caribe Hilton Hotel and six miles from the Condado Plaza Hotel. Bus service (in terminals A and D, departures level) and taxis (in all terminals, arrivals level) are available to the hotels from SJU. Cars can also be rented at the airport.

Audiovisual Equipment

LASA will provide an LCD projector, a screen, and the proper connections for a laptop in each meeting room. **Each panel will be responsible for bringing a laptop for their presentation.** Separate audio and video equipment and Internet connection will not be provided. Any video presentations should be recorded on DVD or any other media so they may be viewed via the laptop. Presenters will be required to provide their own speakers if needed. AV staff will be available if participants experience any problems with the equipment.

Child Care

LASA will subsidize the cost of child care for accepted participants who are taking their children to San Juan, PR. LASA will provide reimbursements at the rate of US\$10.00 per hour for one child, and US\$12.00 for two or more children, for a maximum of ten hours.

LASA's maximum responsibility per family will be \$100.00 for one child and \$120 for two or more children. A parent who bills LASA for child care must be a 2015 member of the Association and a registered attendee of LASA2015. To receive reimbursement, the parent must submit the original bill from the caregiver, with the name(s) of the child(ren) and the dates of service, to the LASA Secretariat on or before July 15, 2015.

Constancias

Constancias for LASA2015 will be provided during check-in at the registration area located in the Caribe Hilton, on the first floor of the main building near the San Cristobal Ballroom foyer.