

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, 2016.

Registration and check-in areas will be located in the New York Hilton Midtown Hotel, on the second-floor Promenade. Participants are encouraged to check in for the Congress starting on Thursday, May 26, from 2:00 pm to 9:00 pm.

Registration and check-in hours:

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

Check-In

For LASA2016, 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 Friday morning sessions should consider checking in from 2:00 pm to 9:00 pm on Thursday, May 26, if at all possible. (At any rate, people who attend the Welcome Ceremony and Reception on Friday 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 New York Hilton Midtown and Sheraton New York Times Square Hotels. Congress papers received by the Secretariat by the May 1 deadline were posted to the LASA website before the start of the meeting.

Contracted Hotels

The New York Hilton Midtown (LASA2016 Host Hotel) and Sheraton New York Times Square Hotels are the main sites for LASA2016.

New York Hilton Midtown
1335 Avenue of the Americas
New York, NY 10019
USA
Phone: (212)-586-7000

Sheraton New York Times Square Hotel
811 7th Avenue 53rd Street
New York, NY 10019
USA
Phone: (212)-581-1000

Transportation from the Airport to Hotels

LaGuardia Airport (LGA) is located about 8 miles from the New York Hilton Midtown Hotel and 9 miles from the Sheraton New York Times Square Hotel. John F. Kennedy International Airport (JFK) is located about 17 miles from the New York Hilton Midtown Hotel and 16 miles from the Sheraton New York Times Square Hotel. Newark Liberty International Airport (EWR) is located about 15 miles from the New York Hilton Midtown Hotel and 17 miles from the Sheraton New York Times Square Hotel.

The hotels can also be reached via taxis (rates ranging from \$35 to \$85); train, and/or bus (MTA New York City Transit or NJ Transit) combined with the New York Subway (rates usually around \$7.50). The closest subway station to the hotels is 7th Avenue, reached by lines B, D, and E. Cars can also be rented at the airport.

Audio/Visual 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 bring their children to New York. LASA will provide reimbursements at the rate of US\$15.00 per hour for one child and US\$20.00 for two or more children, for a maximum of 10 hours.

LASA maximum responsibility per family will be \$150.00 for one child and \$200.00 for two or more children. A parent who bills LASA for child care must be a 2016 member of the Association and a registered attendee of LASA2016. 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 the service, to the LASA Secretariat on or before July 15, 2016. *The caregiver must be an official child care service. Family members will not be reimbursed for child care.*

Constancias

Constancias for LASA2016 will be provided during check-in at the registration area located in the New York Hilton Midtown, on the second-floor Promenade. ■