

Regional 101 Planning Policy Manual

A guide for LPA District Officers to use
for planning successful Regional Conferences

Draft
(For final approval at Annual Board of Directors Meeting)
July, 2015

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LPA Mission Statement

Little People of America, Inc. (LPA) is dedicated to improving the quality of life for people with dwarfism throughout their lives while celebrating with great pride Little People's contribution to social diversity. LPA strives to bring solutions and global awareness to the prominent issues affecting individuals of short stature and their families.

Purpose of Policy Manual

The purpose of the Regional 101 Planning Policy Manual is to guide District and Chapter Officers with planning a successful District or Multi-District Regional. Goal is to have all Districts use these best practices when planning a regional. Important areas such as Code of Conduct, timeline, hotel contracts and finance/budgeting are covered in the manual. Determine in advance (1 – 2 year time frame) which chapters will host the regionals. This will allow ample time with the regional planning process.

LPA Regional Planning and Best Practices

1. Hotel selection can be determined by:
 - Contacting the local Convention and Visitors Bureau.
 - Submitting a Request for Proposal (RFP). (Page 9)
 - Word of mouth.
2. Once the hotel selection has been narrowed down to 3 – 5 hotels, there is list of criteria's necessary when looking for in a hotel. See attached criteria's on page 6. This list is only used for guidance/reference.
3. In addition to a Chair or Co-Chairs, one person is assigned and in charge of each Sub-Committee. They oversee each area and recruit volunteers to assist with these areas.
 - **Hotel Contact**
 - Primary contact with the hotel, approves charges, double-checks the bill, make all hotel arrangements (for meeting and sleeping rooms), organizes the banquet (chooses food and theme, if any).
 - Two signatures are now required for all Hotel Contracts. Preferably the Chair, a District or Chapter Officer and/or the Western/Central /Eastern Regional Representative.
 - **Children's Room**
 - One of the ballrooms at the hotel should be set aside for a children's room so that the kids have a safe, fun place to spend time while their parents are attending workshops, doctor's visits, etc.
 - This person needs to staff the room with sitters and supply crafts, toys, etc. for the room to make it fun.
 - **Welcome Reception/Entertainment**
 - Welcome Reception is held on Friday night.
 - Secures DJ for the banquet night (Saturday).
 - **Workshop Coordinator**
 - Plans and organizes the workshops.
 - Workshops should include Parents Meeting, Medical Panel, and other workshops determined by the committee.
 - **Teen Events**
 - Have Teen Coordinator plan a workshop and/or an outing for the teens (ex: miniature golf, movies, ice cream parlor).
 - **Doctors Coordinator**
 - Coordinator schedules consultations with doctors
 - 6-8 hotel rooms are suggested. Ask LP Attendee ahead of time if their hotel room can be used during this time.

- Lunch is provided to doctors at the hotel restaurant. Lunch is scheduled between the Doctor's Panel and afternoon appointments. LPA usually buys lunch. Menu items are preselected beforehand.

- **Registration/Finance:**

- A flyer/registration packet needs to be created.
- Hosting District will pay for mailing and copying of the Registration Packet. Packets should be mailed out two months prior to regional.
- As soon as the date and location have been set, get a "Save the Date" E-Mail out.
- Appoint an Online Chair to assist with the electronic Registration Packet, Save the Date E-Mails, and online registration option.
- Chair/Co-Chair and/or Accounting Chair will create event budget. Determine who is hosting the conference (Chapter or District). The Regional Conference host will provide seed money if needed.
- A Registration Chair will oversee the database and organize/oversee registration which includes recruiting volunteers during registration.

- **Members vs. Nonmembers:**

- There are two ways to determine the registration costs for unpaid members: 1) Include an additional fee for unpaid members on the registration form. 2) Charge the same amount as members but make sure they pay their membership prior to the conference. The Registration Chair will have a roster list which includes unpaid members.
- Some first time attendees (depending on the circumstances) membership fees can be waived until after they attend the conference. This is the discretion of the District or Chapter Officer.

- **DAAA:**

- Bocce Ball is usually held in the large hotel meeting/banquet rooms.

Recommended timeline for Regional Weekend

Friday	Registration/Information	3:00pm – 8:00pm
	General Reception	6:00pm – 8:00pm
Saturday	Registration/Information	8:00am – 3:00pm
	Children's Room	8:30am – 12:00pm
	Workshops	Morning/Afternoon
	Medical Panel	Morning
	DAAA events	Afternoon
	Teen events	Afternoon
	Offsite events	Afternoon
	District/Chapter Officers Meeting	Afternoon
	Cocktail Reception	6:00pm
	Banquet/Dinner	7:00pm
	Dance	9:00pm – Midnight
Sunday	Women's Group Meeting	9:00am – 10:00am
	Men's Group Meeting	9:00am – 10:00am
	General Membership Meeting	10:30am – 12:00pm
	Offsite Activity	12:00pm

Rating Sheet for Hotels, Cities and Committees

Hotel Name		Possible Score
	1. Accessibility of hotel	10
	a). How hard is it to get around the hotel? Stairs, elevators, ramps.	
	b). Distance of hallways, and sleeping rooms to meeting rooms.	
	c). Height of elevator buttons, bathroom sinks, tubs.	
	d). Ease of opening doors (bathroom doors, room door, etc.). Are they doors heavy? Do they include automatic doors?	
	e). Height of beds	
	2. Ambiance of hotel	10
	a). How new/old is the hotel?	
	b). Has it been remodeled?	
	c). How comfortable are the sleeping rooms? Room amenities - microwave, refrigerator.	
	d). Cleanliness and decoration of public and private spaces	
	3. Restaurants and shops on site	10
	a). Does it have a moderately priced restaurant?	
	b). Coffee shop?	
	c). Gift shop?	
	4. Shuttle buses	10
	a). How many? Wheelchair accommodated?	
	b). Do they go to the airport?	
	c). Static schedule vs. flexible schedule	
	d). Are they willing to work with LPA needs?	
	5. Room rate, including tax	10
	a). \$100-110	
	b). \$110-120	
	c). \$120-130	
	6. Hotel Location	10
	a). Is it downtown? Airport? Good area?	
	b). How nice/appropriate of a location is it?	
	c). Is it somewhere you would want to spend a week?	
	d). Proximity to interesting events/attractions?	
	7. Outside food and necessities	10
	a). Proximity to restaurants	
	b). Proximity to grocery stores/department stores/shopping.	
City Name		
	1. "Draw" of city	10
	a). Cleanliness and reputation	
	2. Number and quality of potential attractions/tours	10
DAAA		
	1. Potential proximity to DAAA sites	10
	2. Quality of potential DAAA sites	10
Committee		

- | | |
|---|----|
| 1. Willingness and enthusiasm | 10 |
| 2. Experience of committee | 10 |
| a). Have they done a conference before? | |
| b). Have they organized conferences before? | |
| c). Other LPA experience? | |
| d). Other organizational experience? | |
| e). Perceived business sensibility? | |
| 3. Number of interested in being on committee/ helping? | 10 |
| a). 1-4 | |
| b). 5-10 | |
| c). 10-15 | |
| d). 15-20 | |

Points total	140
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Other Concerns - can be positive or negative points

1. Construction of hotel
2. Construction of city
3. Construction of airport

4. Help of Convention and Visitors Bureau
5. Sponsors
6. Publicity

**Little People of America
Regional
Request for Proposal**

Background

Little People of America (LPA) is a non-profit (501 c 3) national organization for individuals of short stature and their families. LPA is divided into 13 districts or regions. Then within the districts there are usually local chapters. Most districts have two weekend regionals per year, spring and fall. The District Director is the coordinator for the regional, but may appoint the local chapter or leader to handle planning and details. To find the District Director for your geographic area, go to our web site, www.lpaonline.org

Typical Regional Events

- Friday Evening: Hotel and Regional Registration and Hospitality in hotel suite or common area of hotel.
- Saturday Morning: Regional Registration, Parent Meeting, General Membership Meeting, Child Care Activities and possibly additional workshops.
- Saturday Afternoon: Possible on or off site organized activities and workshops.
- Saturday Evening: Dinner and Dance, usually with a DJ.
- Sunday Morning: Departures

Hotel Needs

- 10-60 Sleeping rooms. Individuals will make reservations and be responsible for room charges. A large percentage of the rooms are doubles. ADA sleeping rooms may be needed.
- Our preference is to have the ability to provide our own food and beverage for Friday night hospitality which can be held in a suite or meeting room.
- Family Friendly restaurant, lounge and swimming pool.
- Family Friendly room rates and meal options. Banquet menu can consist of "lunch" size servings.
- Safe secure area with free parking, family friendly activities and restaurants.

Concessions

- 1-40 or better complementary room ratio
- At least one additional complimentary Hospitality Suite
- Complimentary meeting space and one complimentary microphone for meetings and dance.
- Where a need is identified, one or two step risers or step stools in common areas, restrooms and restaurants and **single step stool in the sleeping rooms**. These are provided by the hotel.
- Additional Accommodations may be requested at the time of Site Review
- 1-3 Rooms at "Staff Rate."
- 70% Room Attrition or better.

Member Code of Conduct

Little People of America is committed to providing a safe, caring, healthy, and respectful environment for all members and guests. To promote these values, we ask individuals to act appropriately at all times when attending our events.

Our Member Code of Conduct dictates positive interactions with others, language free of anger or vulgarities, and actions at or above a generally accepted standard of conduct. The following conduct can lead to immediate suspension or termination of membership:

- Violation of membership rules and policies in the LPA Bylaws and Policy Manual
- Physical contact with another person in an angry or threatening manner
- Angry or vulgar language including swearing, name calling, or shouting
- Harassment or intimidation by words, gestures, body language, or any other menacing behavior
- Theft or behavior that results in the destruction of property belonging to LPA, its members or guests, or homes or facilities where events are taking place
- Unlawful carrying of concealed weapons or devices/objects that may be used as weapons
- Unlawful use or possession of illegal chemicals, tobacco, or alcohol during LPA events
- Any other conduct of an inappropriate, threatening or offensive nature

The protection of our members and guests participating in our programs and events is a paramount interest of Little People of America. The LPA reserves the right to deny access, suspend, or revoke membership to any person who violates the membership code of conduct. This code of conduct is applicable at all LPA functions including national, district, and chapter sponsored events. The board of directors of the governing body of the event has the responsibility and right to enforce the code of conduct and to determine consequences for violations.

This Code of Conduct does not otherwise affect the legal rights and responsibilities of LPA or its members. LPA reserves the right to call law enforcement when necessary. Any action by LPA does not preclude legal recourse by the hotel, event venue, individual member or non-member, or outside entity.

Membership Code of Conduct Acknowledgment

I hereby acknowledge that I have received a copy of the Little People of America Membership Code of Conduct. I also agree that as a member of LPA I will adhere to all rules and policies set forth in this Code. If I am signing as the Head of Household, I agree to inform all members listed on my Membership and/or Registration Form of the rules and policies set forth in this Code. I understand that any violation of the rules and policies listed in this Code could result in penalties up to loss of membership privileges of Little People of America, nationally, regionally, and locally.

Photo release

By attending the LPA conference I hereby give my permission to Little People of America and their designated agents to take and use any photograph, video-tape or voice recording of me, the signer of this page, my family or my guests, for publication or reproduction in any advertisement, public relations effort or fund raising efforts of the association, its programs or agents.

Code of Conduct needs only be signed one time per member/member family.

Print Name: _____

Member Signature: _____ Date: _____

Staff Use Only:

Staff Initials: _____ Date: _____

2015 LPA Multi-District Spring Regional Timeline Report

EXHIBIT A

Action Item	Assigned to	Due Date	Status
Look for Onsite Registration Chair	Angie Giuffré	1/10/2015	Completed
Update budget report	Jon Welch	1/10/2015	
Work with Anna Azimi to get materials for Registration Packet.	Angie Giuffré	1/15/2015	Ongoing
Determine someone to oversee Teen Activities	Gaill Blackburn	1/15/2015	
Finalize Entertainment for Friday and Saturday Evenings	Jon Welch	1/15/2015	
Finalize hotel needs (meeting rooms, etc.)	Bob Whittemore	1/31/2015	
Firm up Weekend Schedule	All	2/1/2015	
Get AV Needs List to Bob Whittemore	All	2/1/2015	
Finalize DAAA Activity Logistics	Amy Morris & Joe Foos	2/1/2015	
Design registration packet	Anna Azimi (All to provide materials to give to Anna)	2/1/2015	
Organize SuperShuttle information (discounts) to have for registration packets	Bob Whittemore	2/1/2015	
Finalize Catering Menu	Bob Whittemore	2/1/2015	
Create a weekend schedule breakdown	Gaill Blackburn	2/1/2015	
Firm up Kids Room activities and needs	Gaill Blackburn	2/1/2015	
Finalize Photographer (Adriana Burton?)	Gaill Blackburn	2/1/2015	
Finalize Workshop Schedule	Gaill Blackburn & Angie Giuffré	2/1/2015	
Firm up Saturday's Picnic	Gaill Blackburn & Jon Welch	2/1/2015	
Firm up offsite activities	Jon Welch & Gaill Blackburn	2/1/2015	
Firm up Medical Workshop Panel and Consultations	Jon Welch, Ginny Foos, Colleen Gioffreda and Sandy Taylor	2/1/2015	
Mail out 2015 Spring Regional Conference Registration Packets	Angie Giuffré & Printer	2/15/2015	
Follow-up with Hotel to get BEO	Bob Whittemore	2/15/2015	
Have registration information on website	Tom Hershey and Anna Azimi	2/15/2015	
Determine signage need for regional, i.e. Saturday Picnic	Bob Whittemore & Gaill Blackburn	3/15/2015	
Seek vendors for Expo	Jon Welch	3/15/2015	
Banquet Logistics and Program (Keynote Speaker?)	Angie Giuffré	4/1/2015	
Get two volunteers for Doctor's Consultations	Angie Giuffré	4/1/2015	
Finalize volunteer list with duties	Angie Giuffré	4/9/2015	
Create program/schedule for weekend	Anna Azimi (All to provide materials to give to Anna)	4/10/2015	
Send out Save the Date E-Mail	Gaill Blackburn	Ongoing	
Fundraising	Tom Hershey & All	Ongoing	

Updated 5/8/2015

LPA Districts 10, 11 and 12

EXHIBIT B

2015 Spring Multi-District Regional Committee Roster

First Name	Last Name	E-mail address	Phone #	Role	Duties
Anna	Azimi			LPA Registration Packet Designer	LPA Registration Packet Designer
Mimi	Becker			Decorations Co-Coordinator	Banquet
Gaill	Blackburn			Co-Chair	Lead - DAAA, Kids Room, Teen/Tween Activities, Offsite Activities
Joe	Foos			DAAA Coordinator & Men's Group Facilitator	Assist with the coordination of DAAA Activities
Ginny	Foos			Medical Workshop Co-Coordinator	Recruit doctors for panel session as well as coordinating consultation appointments.
Colleen	Gioffreda			Medical Workshop Co-Coordinator	Recruit doctors for panel session as well as coordinating consultation appointments.
Angie	Giuffre			On-Site Registration Coordinator	Recruit volunteers for registration area, assemble reg packets, etc.
Angie	Giuffré			Co-Chair	Lead - Workshops, Registration, Fundraising, Timeline Report, Banquet
Michael	Giuffré			Decorations Co-Coordinator	Banquet
Tom	Hershey			Finance/Fundraising Coordinator	Online Registration Website
Amy	Morris			DAAA Coordinator	Assist with the coordination of DAAA Activities
Sandy	Taylor			Medical Workshop Co-Coordinator	Recruit doctors for panel session as well as coordinating consultation appointments.
Jon	Welch			Co-Chair	Lead - Offsite Activities, Medical Workshops, EXPO
Bob	Whittemore			Co-Chair	Lead - Hotel, AV, SuperShuttle

LPA District 12
2013 Fall Regional Volunteer List

EXHIBIT C

First Name	Last Name	E-mail address	Phone number	Duties
Julie	Alexander			Registration
Steve	Alexander			Registration
Anna	Azimi			On-Site Registration Chair, Online Promotions, Program
Adriana	Burton			Photographer
Doris	Crumly			Registration
Nancy	Culbert			Floater
Tom	Culbert			General Duties
Ann	Cupolo-Freeman			Registration
Andrea	Curran			Dietitian
Brian	Fitzsimmons			DJ - Saturday Night Banquet & Dance
Joe	Foos			DAAA/Men's Group Workshop Facilitator
Ginny	Foos			Medical Workshops Co-Coordinator
Sam	Freeman			Registration
Angie	Giuffre			Co-Chair, Registration Chair
Robert	Hamill			Offsite Activities
Kathia	Herschikorn			Translation
Cathy	Ikeuchi			Fleet Week Picnic
Gina	Johnson, RN			Kids/Teen Entertainment
Griselda	Kondo			Teacher volunteering in kids room.
Steve	Kritzer			Friday Night Entertainment
Susan	Laliberte			Banquet decorations
Monique	London			Registration
Mike	Mallinson			District 12 Director/AV Equipment
Craig	McCulloh			Registration
Linda	McCulloh			Registration
Jon	Morato			Registration Packet and Web Design
Karyn	Noel			Workshop Coordinator
Kathy	Norman			Registration

LPA District 12

EXHIBIT C

2013 Fall Regional Volunteer List

First Name	Last Name	E-mail address	Phone number	Duties
Dan	Okufuss			Dwrfism Awareness Month Speaker at Banquet /Media
Claire	Patterson			Teacher volunteering in kids room.
Laura	Ricci			
Keren	Stronach			Kids Room Coordinator
Danette	Swan			Teacher volunteering in kids room.
Lee	Unjacke			SFBAC President/Fundraising
Sheri	Weiser Unjacke			Banquet decorations
Jon	Welch			Co-Chair
Donna	Weaver			Registration
Harold	Weaver			Registration
Lucy	Williams			Kids Room Activities Planner
Ben	Wolka			Kids Room

2013 District 12 Fall Regional Conference Weekend Schedule

EXHIBIT E

Date/Time	Event	Location
Friday, October 11th		
3:00 p.m. - 9:00 p.m.	Registration	Lobby
7:00 p.m. - 10:00 p.m.	LPA Welcome Reception	Top West - 14th Floor
7:00 p.m. - 10:00 p.m.	Teens Movie Night	Placer Room - 14th Floor
Saturday, October 12th		
7:00 a.m. - 10:30a.m.	Breakfast	Great American Grill
8:00 a.m. - 9:00 a.m.	Yoga Class	Copper - 1st Floor
9:00 a.m. - 2:00 p.m.	Expo (Room for 3 Vendors)	Lobby
9:00 a.m. - 2:00 p.m.	Registration	Lobby
8:30 a.m. - 12:00 p.m.	Kid's Room	Gold - 1st Floor
9:00 a.m. - 10:00 a.m.	Parent's Meeting	Platinum - 1st Floor
9:00 a.m. - 10:00 am.	Fitness for the Ages Workshop	Silver - 1st Floor
10:00 am. - 12:00 p.m.	Medical Panel (Open Mic)	Copper - 1st Floor
10:00 a.m. - 11:00 a.m.	Teen Workshop - Preparing for college.	Silver - 1st Floor
12:00 p.m. - 2:30 p.m.	Picnic at the Marina	Marina
1:00 p.m. - 3:00 p.m.	Doctors Consultations	4 - 5 Hotel Rooms, TBD prior to conference.
2:00 p.m. - 3:00 p.m.	Chapter President's Meeting	Board Room
2:00 p.m. - 4:00 p.m.	Teen Room	Pavilion Room
3:00 p.m. - 4:00 p.m.	Widower's Workshop	Board Room
3:00 p.m. - 5:00 p.m.	DAAA - Bocce Ball	Dock of the Bay - 1st Floor
6:00 p.m. - 7:00 p.m.	Cocktail Hour	In front of the Dock of the Bay
7:00 p.m. - 9:00 p.m.	Banquet Dinner	Dock of the Bay - 1st Floor
9:00 p.m. - midnight	Dance	Dock of the Bay - 1st Floor
Sunday, October 13th		
7:00 a.m. - 10:30a.m.	Breakfast	Great American Grill
9:30 a.m. - 10:30 a.m.	Women's Discussion Group	Restaurant Area
10:30 a.m. - 11:30 a.m.	General Assembly District Meeting	Dock of the Bay - 1st Floor
12:00 p.m.	Men's Discussion Group - Joe Foos	TBD

Revised 5/8/2015

Emeryville 2013 Fall Regional Cost Spreadsheet

EXHIBIT F

	Projected	Actual
Income		
Registration		
Single (based on 75 head of household @ \$50)	3,750	
Additional Member (based on 50 members @25)	1,250	
Children (based on 75 children @ \$20)	1,500	
Subtotal for Registration	6,500	
Raffle/Fundraising	2,000	
Chapter Seed Funds	2,500	
Lunch at the Marina Park (Offsite - catered)	1,500	
Overall Fall Regional Income Totals	\$ 12,500	
Expenses		
Pre-Conference		
Registration Packet Printing and postage	600	
Program (1 page)	50	
Registration supplies, name badges and wristbands	500	
Wristbands for Dwarfism Awareness	100	
Signage	100	
Pre-Conference Subtotal	1,350	
Friday		
Friday's reception room	400	
Food for Friday's reception	1,000	
Room rental for Movie night	100	
Movie night - movie screen, popcorn	150	
Musician for Hospitality Room	300	
Friday Evening Expenses Subtotal	\$ 1,950	

Emeryville 2013 Fall Regional Cost Spreadsheet

EXHIBIT F

	Projected	Actual
Saturday		
Room rental for kid's room	100	
Kids room - supplies, professional childcare, snacks, animal man??	500	
Workshops - lunch for doctors , etc.	150	
Lunch at the Marina - Kathy Ikeuchi	2,500	
Room rental for workshops	300	
Room rental for Banquet	400	
Banquet (25/adult 20/kids, 125 adults, 75 kids)	4,625	
Dance/DJ	900	
Saturday Expenses Subtotal	9,475	
Sunday		
Room rental for General Membership Meeting	100	
Sunday Expenses Subtotal	100	
Overall Fall Conference Expenses	\$ 10,925	
Net	\$ 1,575	



2015 Western States Multi-District Spring Regional
250 El Camino Real, #211
Tusins, CA 92780








NON PROFIT ORG
US POSTAGE
PAID
PORTLAND, OR
PERMIT #3664



LPA Trifecta 2015 Ballpark Banquet

This is all included in your registration fees !!!

Delicious Buffet

Spring Training baseball under the warm Arizona sun has been a tradition for devoted fans since 1947. Today, 15 teams train in the Phoenix metropolitan area in the greatest concentration of professional baseball facilities found anywhere in the United States. LPA Trifecta 2015 recognizes the importance of baseball to the area with the LPA Trifecta 2015 Baseball Banquet, with decorations from baseball teams across the country!

Support your favorite team by sitting at your team's table!

Included with your LPA Trifecta 2015 registration fees is a wonderful baseball-inspired buffet dinner that kids of all ages will enjoy: garden salad, potato chips, macaroni salad, hot dogs, hamburgers, assorted cheeses, lettuce, tomatoes, and onions. And fresh-baked cookies for dessert! A real home run, and it's all included in your registration fees!

If you're not into the Ballpark menu, for an additional \$10 added to your registration fees, you can get the Team Owner's Steak Dinner: Garden salad, 6 oz. Flat Iron Steak, mashed potatoes, seasonal vegetables and a special Chef's dessert. And with the optional bar in the room, all old-timers can get a cold beer with delicious steak! Now that's a Grand Slam!

Banquet team table sign-ups will be available during registration. Sign Up!



Little People of America

2015 Western States Multi-District Spring Regional

WELCOME TO THE DESERT!

Welcome to **Trifecta 2015**, a LPA Spring Regional presented by Districts 10, 11, and 12 in sunny Mesa, Arizona. A great deal of planning has gone into making this conference fun, educational, and memorable for everyone, whether this is your first LPA event or your 21st. The conference committee has put together an inviting schedule spread throughout the 4-day baseball themed regional – including an Arizona Diamondbacks celebrity to deliver the welcome keynote!

We have covered all of the bases to make **Trifecta 2015** a Grand Slam. Registration fees are all-inclusive. **Your one time registration fee covers all event costs (with the exception of the Arizona Diamondbacks baseball game, the poker tournament, and the teen outing to Golfland).**

LPA events provide incredible resources and a lot of fun for everyone, and at the same time, they are a great way to bring more families into the organization. If you have any questions or if you have any special needs, let us know what we can do to make your conference experience the best one ever.

LPA is dedicated to improving the quality of life for people with dwarfism throughout their lives while celebrating with great pride Little People's contribution to social diversity. LPA strives to bring solutions and global awareness to the prominent issues affecting individuals of short stature and their families. Events such as **Trifecta 2015**, and other local and district-level events, are designed to reinforce and support this mission.

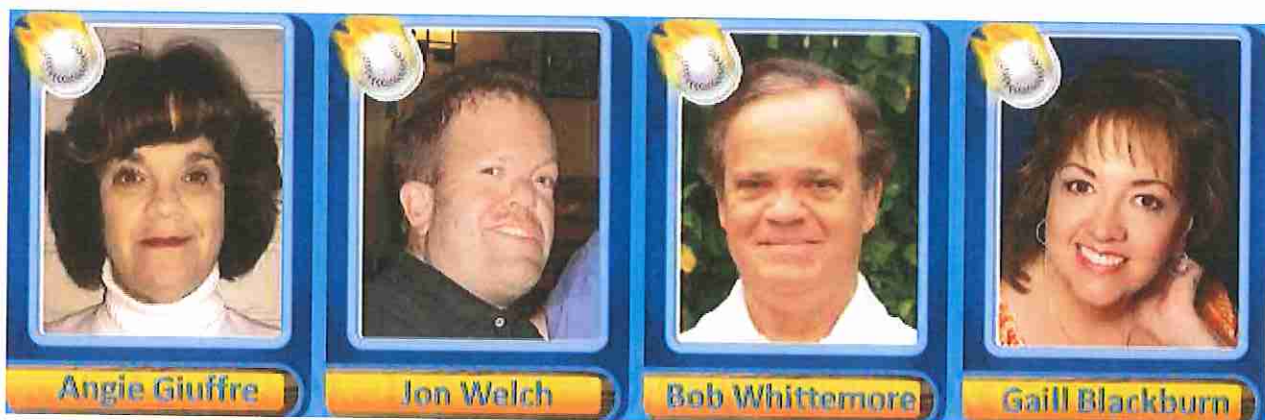
A few important things to remember as you go through the registration process:

- **Register early and save – savings cutoff date is March 23rd, 2015**
- Name badges must be worn during the conference at all times
- Only one household per registration form

Find Dr's Bios, DAAA Info, Conference Highlights, up to date happenings, and to download this packet online (non-members, or members in different districts welcome to apply) visit:

<http://2015tripleplay.lpadistrict10.org>

We look forward to seeing you in April!



HOTEL INFORMATION

Phoenix Marriott Mesa
200 North Centennial Way
Mesa, Arizona 85201

LPA Rate: One King Bed: \$109.00*
Two Double Beds: \$109.00*

* This rate is good during the conference and the three days before and after the conference, for those wishing to come in early or stay late.

Trifecta 2015 will be held at the Phoenix Marriott Mesa, a recently renovated 12-story hotel located only 12 miles from Phoenix Sky Harbor International Airport (PHX). The hotel features:

- 24-hour fitness center
- Heated pool & spa with ADA lifts
- Free parking
- Free wireless high-speed Internet for LPA attendees
- Restaurant & Bar
- Starbucks in the lobby



MAKING HOTEL RESERVATIONS

Hotel reservations can be made online or over the phone. When making them, please let them know you are with LPA. **April 1, 2015** is the last date for guests to make reservations at the discounted rate.

Phone Reservations:
(800) 835-9873

Online Reservations:
<https://resweb.passkey.com/go/lpa2015springregional>

More hotel information can be found online: <http://2015tripleplay.lpadistrict10.org>

AIRPORT INFORMATION

Phoenix Sky Harbor International Airport (11.6 miles West of the Phoenix Marriott Mesa)

- SuperShuttle*: Discounted fare for LPA Trifecta 2015 attendees - \$15.00 one-way
- Taxi fare: \$36.00 one-way (estimated, depends on traffic)

*LPA has a \$2.00 off one-way / \$4.00 off round trip discount on SuperShuttle. Attendees will receive the discount if reservations are **booked online** using the group discount code: **UN2G9**. The discount is valid between April 20-29, 2015.

<http://www.supershuttle.com/?gc=UN2G9&port=PHX&Property=7365&aType=M>

SUMMARY OF EVENTS

Thursday April 23

Kids Room (Ages 1-9)
Tween/Teen Room (Ages 10-12 & 13-19)
Hospitality Reception
Movie Night (G & PG-13 options)

Friday April 24

Kids Room, Tween/Teen Room
Teen Outing (13-19)
Workshops & Vendor's Expo
DAAA Bocce Tournament
Newcomers & General Receptions
Singles Mix & Mingle (21+)
Poker Tournament (21+) & Raffle
Movie Nights and Dance with DJ
Barty Club with Live Music

Saturday April 25

Kids Room & Tween/Teen Room
Workshops & Vendor's Expo
Medical Panel & FREE Dr's Appointments
Offsite Picnic & Carnival Games at Park
DAAA Soccer & North/South Softball Game
Men's Watering Hole
Reception & Group Photo
Banquet, Raffle & Dance with DJ
Barty Club with Live Music

Sunday April 26

Kids Room & Tween/Teen Room
Women's Gathering
Officers Meeting
General Membership Meeting
Arizona Diamondbacks Baseball Game

Bring your clothes for a **Clothing Exchange** – altered and gently used clothing only please.

LPA Alcohol Policy: It is against the law for a person under the legal drinking age (21 in Arizona) to buy, receive, have in possession, or consume alcohol.

PRICING INFORMATION

Registration	1st Cutoff Price (Before 3/23)*	On-Site (After 3/23)
Single	\$100	\$125
Couple (<i>in the same household</i>)	\$140	\$165
Family (<i>up to 4 members in same household</i>)	\$220	\$245
Additional Family/Friends (<i>per person</i>)	\$40	\$65
Ballpark Dinner Steak Upgrade**	\$10	\$10
Diamondbacks Baseball Game	\$45	\$55
Poker Tournament (21+)	\$30	\$40
Poker Non-Player Fans (21+)	\$10	\$10
Teen Golf and Outing	\$25	\$30

*Registrations must be postmarked by March 23rd in order to qualify for first tier pricing.

**The Ballpark Buffet Dinner includes hotdogs/hamburgers/vegetarian options. A steak upgrade is available for an extra charge.

REFUND POLICY

Refunds are available by written request to LPA District 12 before April 9, 2015. Requests after that date considered case by case. No onsite refunds.

FINANCIAL ASSISTANCE

Limited financial aid available to help cover hotel and basic registration costs. Application can be found online. Contact Angie Giuffre by email with questions.

CONFERENCE REGISTRATION FORMS

For your added convenience, there are several options for registration:

- Fill out your Form and mail along with your check
- Fax in your Registration Form to [888-244-1864](tel:888-244-1864) and pay online
- Scan & email your Form to lpa2015tripleplay@gmail.com and pay online

You can conveniently pay online at <http://2015tripleplay.lpadistrict10.org/pay-here>. You don't have to have a PayPal account (notice further directions on the bottom left of the PayPal payment page). Please note that your registration is not considered complete until the Registration has been sent in and payment has been made.

If you have any questions with the form, or accessibility issues, please contact Angie Giuffre by email at giuffreangie@gmail.com or by phone at [530-570-8083](tel:530-570-8083).

NAME:	AGE:	LITTLE PERSON:	FIRST TIME:
_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

ADDRESS: _____

CITY, ST ZIP: _____

PHONE: _____ EMAIL: _____

Is anyone in your party vegetarian? ☐ Yes ☐ No How many: _____

Will anyone in your party need handicap accessible transportation? ☐ Yes ☐ No How many: _____

REGISTRATION FEES & PAYMENT

Registration Fees

	<input type="checkbox"/> Single	<input type="checkbox"/> Couple	<input type="checkbox"/> Family	<input type="checkbox"/> Add. Guests	Total
Before 3/23	\$100	\$140	\$220	\$40/Person	
After 3/23	\$125	\$165	\$245	\$65/Person	

Registration Subtotal: _____

Events Attending	# Attending	Fee Before 3/23	Fee After 3/23	Total
Doctor Consultations		---	---	---
Carnival Picnic		---	---	---
Bocce Ball		---	---	---
Soccer Game		---	---	---
North/South Softball Game		---	---	---
Kids Room (1-9)		---	---	---
Tween Room (10-12)		---	---	---
Teen Room (13-19)		---	---	---
Thursday Night Reception		---	---	---
Friday Night Newcomer's Reception		---	---	---
Friday Night General Reception		---	---	---
Singles Mix & Mingle (21+)		---	---	---
Ballpark Special Menu Buffet		---	---	---
Ballpark Steak Upgrade		<input type="checkbox"/> \$10/Person	<input type="checkbox"/> \$10/Person	
Poker Tournament (21+)		<input type="checkbox"/> \$30/Adult	<input type="checkbox"/> \$40/Adult	
Poker Non-Player Fans (21+)		<input type="checkbox"/> \$10/Adult	<input type="checkbox"/> \$10/Adult	
Teen Golfland Outing (13-19)		<input type="checkbox"/> \$25/Teen	<input type="checkbox"/> \$30/Teen	
Diamondbacks Game		<input type="checkbox"/> \$45/Person	<input type="checkbox"/> \$55/Person	
		Events Attending Fees Subtotal:		_____

Registration Fees Subtotal	Events Attending Fees Subtotal	Total Conference Fees
\$ _____	\$ _____	\$ _____

Please send form and make your check payable to:

LPA DISTRICT 12
C/O Angie Giuffre
244B Estates Drive
Chico, CA 95928

To pay by credit card, complete the form below with your information and mail to the address above:

CARDHOLDER'S NAME: _____

CREDIT CARD NUMBER: _____ CVC CODE: _____

EXP. DATE: _____ CARD TYPE: ☐ VISA ☐ MC ☐ AMEX ☐ DISCOVER

MEDICAL CONSULTATION FORM

Free medical consultations are available on Saturday afternoon. This is your chance to talk to a knowledgeable dwarfism specialist about whatever concerns you may have. The consults will be around 15 minutes per session, but you may sign up for more than one doctor. In order to give the opportunity for the maximum number of members to see the doctors, you may not sign up for more than one appointment for the same specialty. (i.e. you will not be able to see Dr. Bernstein *and* Dr. Kropf).

PLEASE SIGN UP EARLY FOR THESE APPOINTMENTS

There are **very** limited slots, so if you do not sign up early, you may miss out on seeing the specialist that you would like to see. Please email the form below to Colleen Gioffreda, at cgioffr2@jhmi.edu, and she will email you your appointment time within 2 weeks of receiving your request. If you do not have email, please call 410-614-0977, and we can fill out the form that way. **Remember – sign up early – there may not be any appointments available on-site.**

First Name:		Last:	
Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female		Birthdate:	
Parent/Guardian Names <i>(if member is a minor)</i> :			
Address:			
City:		State:	Zip:
Home Phone:		Cell Phone(s): <i>(Please include phone that you will use at conference).</i>	
Email <i>(please print)</i> :			
Diagnosis*:			
<i>*If unknown, please bring x-rays and any medical records for review.</i>			
Age at Diagnosis:	Who made Diagnosis:	How was your Diagnosis made? <input type="checkbox"/> CLINICAL <input type="checkbox"/> X-RAYS <input type="checkbox"/> MOLECULAR	
Please list your questions or concerns for the physicians: 1. _____ 2. _____ 3. _____			
What physician(s) are you requesting to see? Please check all that apply. <input type="checkbox"/> ENT – Dr. Milligan <input type="checkbox"/> NEUROSURGERY - Dr. Danielpour <input type="checkbox"/> ORTHOPEDICS – Dr. Bernstein <input type="checkbox"/> ORTHOPEDICS – Dr. Kropf <input type="checkbox"/> GENETICS / GENERAL BONE DYSPLASIA CARE – Dr. Hoover-Fong			
You can email this form to Colleen at cgioffr2@jhmi.edu , or fax it to: (410)502-2375.			

Please note: Medical professionals **WILL NOT** fill prescriptions during the Conference. Please make sure you bring appropriate medications in sufficient supply for the duration of the Conference.

Learn more about the Doctors online at - <http://2015tripleplay.lpadistrict10.org/medical/>

TEMPORARY GUARDIAN RELEASE FORM

This form must be returned with your Registration Form.

Minors (under the age of 18) attending LPA's Trifecta 2015 Spring Regional April 23-26, 2015 in Mesa, AZ without their parents or legal guardian, must have a temporary guardian designated for the weekend conference. The parents of the unaccompanied minor who is attending the Trifecta 2015 Spring Regional must fill out the form below. The temporary guardian must be at least 21 years of age.

This form must be included with your registration form or your packet will be deemed incomplete and returned to you without processing. A separate form must be completed for each minor.

Thank you for the following information. Please print clearly.

Minors Full Name:	Date of Birth:
Minor's Social Security #	
Health Plan Name:	Group #
I give permission for my minor (name _____) to receive full medical treatment in the event of an emergency.	
I authorize (legal guardian name) _____ to be legal guardian for my minor during the weekend of April 23-26, 2015 in Mesa, AZ.	
Signature of Parent:	Date:
Parent's Full Name:	
Address:	City/State/Zip:
Home Phone:	Cell Phone:
Name of Appointed Guardian (must be over 21 years of age):	
Address:	City/State/Zip:
Signature of Guardian:	Date:
Allergies of Minor:	
Complete listing of current medications:	
Other medical needs or concerns:	
Notary Republic Stamp / Signature:	Date Commission Expires:



CERTIFICATE OF LIABILITY INSURANCE

 DATE (MM/DD/YYYY)
 2/27/2015

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Millennium Corporate Solutions License # 0C13480 5530 Trabuco Road Irvine CA 92620		CONTACT NAME: Jennifer Bunce PHONE (A/C No. Ext.): (949) 857-4500 FAX (A/C No.): (949) 857-4800 E-MAIL ADDRESS: jbunce@mcins.com	
INSURED Little People of America 250 El Camino Real Suite 201 Tustin CA 92780		INSURER(S) AFFORDING COVERAGE INSURER A: Nonprofits' Ins. Alliance NIAC 10023 INSURER B: ZNAT Insurance Company 30120 INSURER C: INSURER D: INSURER E: INSURER F:	

COVERAGES

CERTIFICATE NUMBER: 14-15 GL/WC/LL

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY					
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY					
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR		2014-23722	8/13/2014	8/13/2015	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 50,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COM/OP AGG \$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:					
	<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC					
	AUTOMOBILE LIABILITY					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS	<input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS				
	UMBRELLA LIAB	<input type="checkbox"/> OCCUR				EACH OCCURRENCE \$
	EXCESS LIAB	<input type="checkbox"/> CLAIMS-MADE				AGGREGATE \$
	DED <input type="checkbox"/> RETENTION \$					\$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY					<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	Y/N <input type="checkbox"/>	N/A			E.L. EACH ACCIDENT \$ 1,000,000
	If yes, describe under DESCRIPTION OF OPERATIONS below		C069941307	8/15/2014	8/15/2015	E.L. DISEASE - EA EMPLOYEE \$ 1,000,000
						E.L. DISEASE - POLICY LIMIT \$ 1,000,000
A	LIQUOR LIABILITY		2014-23722	8/13/2014	8/13/2015	GENERAL AGGREGATE \$1,000,000 EACH COMMON CAUSE \$1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

Re: Regional Conference on 4/25/2015 at Kleinman Park, 710 S. Extension Rd., Mesa, AZ 85210

Certificate Holder where required by written contract is named as additional insured as respects General Liability per form ANI-RRG-E25 1/98 attached.

CERTIFICATE HOLDER
CANCELLATION

citymgt.info@mesaaz.gov City of Mesa MS: 7010 PO Box 1466 Mesa, AZ 85211	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE Diem Jurkosky/JANI
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THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**ADDITIONAL INSURED - DESIGNATED PERSON
OR ORGANIZATION**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART.

SCHEDULE

Name of Person or Organization:

Any person or organization that you are required to add as an additional insured on this policy, under a written contract or agreement currently in effect, or becoming effective during the term of this policy, in consideration of food contributions or client referrals you receive from them.

(If no entry appears above, information required to complete this endorsement will be shown in the Declarations as applicable to this endorsement.)

WHO IS AN INSURED (Section II) is amended to include as an insured the person or organization shown in the Schedule as an insured but only with respect to liability arising out of your operations or premises owned by or rented to you.