



Additional information for ESP leaders and ESP Grants

Did you know that CTA will pay the conference registration fee, two nights shared room and mileage/airfare (following CTA Member Expense Statement guidelines) for up to three ESP members from your local to attend the CTA Issues Conference?

Start now to identify three members to send to the [2019 CTA Issues Conference](#). Once you've identified the three individuals from your chapter, share this document with them so they can register online. The deadline to register for the Issues Conference and hotel reservations at the Tropicana Hotel in Las Vegas is January 3, 2019.

ESP CONFERENCE REGISTRATION INSTRUCTIONS:

1. Go to www.ctago.org/events/2019-issues-conference/ to learn about the Conference and select Register Now
2. Register as "ESP Member" in the Conference Participant category.
3. Complete the registration form.
4. On the Lodging page, please fill out all the necessary information and we will make a hotel reservation for you.
 - CTA will reserve a room for you. Please do not contact the Tropicana directly.
 - If sharing a room with another ESP attendee, identify your roommate before registering for the conference.
 - You will be asked to provide a credit card to guarantee the room but you will not be charged for the first night as ESP members. Your credit card provided during registration will only be charged in case of cancellation less than 72 hours prior to the event or no-show.
 - If staying in a room by yourself or sharing with a non-attendee (such as a family member), you must book a single room and you will be responsible to pay half of a single room at check-out (\$52.5+tax/night).
 - You will be responsible for notifying CTA of any changes to your accommodations.
 - At check-in, you need to provide a credit card for incidentals but at check out there will be no charges for a shared room with another ESP member.
5. On the payment page, enter the discount code "ESP19"
6. Ensure to click on the FINISH button to complete your registration.
7. You will receive an email confirmation regarding your conference registration, which will include the housing details you submitted in your registration.

For any registration questions, please email issuesconference@cta.org or call 650-552-5355.

If you are attending the Friday PreConference in addition to the main Issues Conference, you will need to enter your housing dates correctly during the registration process. You will be charged the Thursday night rate only, which can be reimbursed if approved. Friday and Saturday nights will follow the ESP lodging above.

Check-in time is 3:00 pm and check-out is 11:00 am. Any departures after 11:00 am are subject to a full day charge.

Do not contact the Tropicana directly regarding your hotel reservations. They will not have your name in their system until much closer to the conference date. If you need to make any changes to your reservation, please contact the CTA Conference Center at 650-552-5355.