

LETR International Conference

The 2023 LETR International Conference will be held at the [Sheraton Grand Chicago Riverwalk](#) in Chicago, Illinois from October 28 - 30. All information regarding the conference hotel, schedule, events, activities, transportation, and awards can be found in the conference section of the [LETR website](#).

Please be sure to mark your calendar with the following important conference due dates.

APRIL		
Monday, April 17, 2023	<i>AWARDS</i>	Nominations open for Executive Council Athlete Award, John Carion "Unsung Hero" Award, and Hall of Fame Award. Nominations are due by Friday, May 26, 2023, 5 p.m. EST.
Monday, April 17, 2023	<i>WEBSITE</i>	Conference website opens. Click here to visit
Monday, April 17, 2023	<i>LETR YEAR END REPORT</i>	Year-end report submissions open . It is due Friday, July 21, 2023.
Thursday, April 20, 2023	<i>TRAINING</i>	Conference registration training will take place at the April LETR Talks call. Click this link to join the meeting at 3 p.m. EST.

MAY		
Monday, May 1, 2023	<i>REGISTRATION</i>	<p>LETR International Conference registration opens. 2023 registration fees are \$465.00 USD per attendee. Registration will close on Friday, September 15, 2023, at 5 p.m. EST.</p> <ul style="list-style-type: none"> • Tuesday, August 15, 2023 – First Deadline to submit a credit card authorization form. Please contact Kami for the CCA. • Friday, September 1, 2023 - Deadline to submit a direct bill application. There is a \$20,000 minimum dollar amount to apply for a direct bill. If your Program will meet this requirement, contact Kami for an application.

		<ul style="list-style-type: none"> Friday, September 29, 2023 – Final Deadline to submit a credit card authorization form. Please contact Kami for the CCA. Monday, October 9, 2023 - Deadline to pay for hotel accommodations with a check or cashier's check. Checks should be made payable to Sheraton Grand Chicago, Attn: Accounting Department, 301 E North Water Street, Chicago, IL 60611.
Monday, May 1, 2023	<i>IACP PHOTO CONTEST</i>	IACP Photo Contest opens to all LETR Programs. The photo contest ends on Friday, June 30, 2023. at 5:00 p.m. EST.
Monday, May 1, 2023	<i>TRIBUTES</i>	In Remembrance Tribute and Year in Review photo submissions are open to all LETR programs. Photos can be submitted on the LETR International Conference website by Tuesday, August 15, 2023.
Monday, May 1, 2023	<i>GUARDIANS OF THE FLAME ESCORT</i>	Guardians of the Flame Miners Lamp Escort submissions are open to all LETR programs. Submit information on the conference website by Tuesday, August 15, 2023
Monday, May 1, 2023	<i>GUARDIAN STORIES</i>	Guardian story submissions are open to all LETR programs. Submit information on the conference website by Tuesday, August 15, 2023.
Friday, May 26, 2023	<i>AWARDS</i>	Award nominations applications and their required supporting materials are due for the Executive Council Athlete Award, John Carion "Unsung Hero" Award, and Hall of Fame Award

JUNE

Friday, June 30, 2023	<i>IACP PHOTO CONTEST</i>	IACP Photo Contest ends at 5 p.m. EST.
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JULY

Friday, July 21, 2023	<i>LETR YEAR END REPORT</i>	Year-end reports due .
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AUGUST		
Tuesday, August 15, 2023	<i>TRIBUTES</i>	5 p.m. EST – In Remembrance Tribute and Year in Review photo submissions are due. Photos can be submitted on the conference website.
Tuesday, August 15, 2023	<i>GUARDIANS OF THE FLAME ESCORT</i>	5 p.m. EST – Guardians of the Flame Miners Lamp Escort submissions are due. Nominations can be submitted on the conference website.
Tuesday, August 15, 2023	<i>GUARDIAN STORIES</i>	5 p.m. EST – Guardian story submissions are due. Nominations can be submitted on the conference website.
Tuesday, August 15, 2023	<i>REGISTRATION</i>	First Deadline to submit a credit card authorization form. Please contact Kami for the CCA.

SEPTEMBER		
Friday, September 1, 2023	<i>REGISTRATION</i>	Deadline to submit a direct bill application. There is a \$20,000 minimum dollar amount to apply for a direct bill. If your Program will meet this requirement, contact Kami for an application.
Monday, September 11, 2023	<i>LIVE & SILENT AUCTION</i>	Auction items can be shipped to Special Olympics Illinois – Northern Regional Office, Attn: LETR Auction – Suzi Berner, LETR Conference 2023, C/O your Program name , 1724 Finely Road, Lombard, IL 60148, USA. All costs associated with auction items to and from the conference are the responsibility of the individual and/or Program. Please ensure that shipments arrive before Friday, October 13, 2023. Please refer to the conference website for additional details about documenting and shipping.
Monday, September 11, 2023	<i>T-SHIRT EXCHANGE</i>	T-Shirt Exchanges items can be shipped to Special Olympics Illinois – Normal Office, Attn: Taylor Wiscons 605 E Willow Street, Normal, IL 61761. Please ensure you also fill out the Google Form prior to shipping. Please ensure that shipments arrive before Friday, October 13, 2023. Please refer to the conference website for additional details about documenting and shipping.
Friday, September 15, 2023	<i>REGISTRATION</i>	5 p.m. EST– Conference registration and hotel reservation close, after which time the conference rate may not apply, and hotel rooms may not be available. *NOTE* Cancellation and Substitution Policy: All cancellations, substitutions, and registration modifications will be processed at no additional charge until Friday, September 15, 2023, at 5 p.m.

		EST. After this deadline, any changes to conference registration are subject to an additional \$50.00 charge per amended registration.
Friday, September 29, 2023	<i>REGISTRATION</i>	Final Deadline to submit a credit card authorization form. Please contact Kami for the CCA.

OCTOBER		
Monday, October 2, 2023	<i>REGISTRATION</i>	Conference Registration Payment Deadline. Special Olympics International must receive all conference registration payments by this date. All checks should be made payable to Special Olympics International and mailed to Special Olympics International Attention: Finance Department 2600 Virginia Ave NW, Washington DC 20037 . Please make sure to note: Program Name LETR Conference Registration Fees.
Monday, October 9, 2023	<i>REGISTRATION</i>	Deadline to pay for hotel accommodations with a check or cashier's check. Checks should be made payable to Sheraton Grand Chicago, Attn: Accounting Department, 301 E North Water Street, Chicago, IL 60611.
Friday, October 13, 2023	<i>LIVE & SILENT AUCTION</i>	Auction items due to Special Olympics Illinois – Northern Regional Office, Attn: LETR Auction – Suzi Berner, LETR Conference 2023, C/O your Program name , 1724 Finely Road, Lombard, IL 60148, USA. All costs associated with auction items to and from the conference are the responsibility of the individual and/or Program. Please refer to the conference website for additional details about documenting and shipping.
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For general conference and IACP photo contest questions please contact Rodney Seurer (rseurer@cityofsavage.com) and Joe Carlone (carlonejoseph1@sbcglobal.net)

For questions regarding, lodging, registration, direct bill application, hotel questions, and year-end reports please contact Kami Delameter (kdelameter@specialolympics.org).