



IMPORTANT DATES

2019 LETR INTERNATIONAL CONFERENCE

This year's LETR International Conference will be held at the Gaylord Rockies Resort & Convention Center, Aurora, Colorado between Thursday, September 19 and Saturday, September 21, 2019.

All information regarding the conference hotel, schedule, important dates, events, activities, transportation, and awards & recognition can be found by going to www.lettr.org and clicking on the links button to access the conference web site.

LETR Programs will be responsible for utilizing this online resource to obtain all conference information and instructions concerning conference events, activities and registration. To help you utilize this process we strongly urge you to mark your calendar with the following important conference due dates. Observation of all due dates will be the responsibility of the LETR Programs as no additional reminder notices will be given.

Complete instructions and information for all the conference events and activities can be found on the LETR International Conference website (www.lettrconference.org)



Monday, April 1, 2019

LETR International Conference website opens (www.lettrconference.org)

The nomination process for Executive Council Athlete Award, John Carion "Unsung Hero" Award and Hall of Fame Award are open to all LETR Programs.

All nominations are due by Friday, May 31, 2019 5:00pm EDT

Tuesday, April 16, 2019

Conference call with liaisons at 2:30 pm EST- 3:30 pm EST. An email invitation will be sent out to each liaison.



Wednesday, May 1, 2019

LETR International Conference Registration opens.

Early-bird registration fee \$465 applies until Friday June 28, 2019 5:00pm EDT / after 5:00pm EDT the Regular Registration fee \$495 applies until registration closes on Friday, August 16, 2019 at 5:00 pm EDT.

The IACP Photo Contest opens to all LETR Programs.

Submit all entries to: <http://wizehive.com/contests/2019torchrun>
Entries close Friday May 31, 2019, 5:00pm EDT

In Remembrance Tribute and Year in Review photo submissions are open to all LETR programs. Photos can be submitted on the conference website.

All Year End Reports Due at 5.00pm EDT

Friday, May 31, 2019

Award nominations, applications and their required supporting materials are due by 5.00pm EDT for the Executive Council Athlete Award, John Carion "Unsung Hero" Award and Hall of Fame Award

The IACP Photo Contest closes at 5.00pm EDT



Friday, June 28, 2019

Early-Bird conference registration ends.

After 5:00pm EDT, the regular registration fee (\$495) applies until closing on Friday, August 16, 2019 5:00 pm EDT.



Monday, July 1, 2019

Nominations for positions on the LETR International Executive Council open.

Refer to Awards, Elections & Reporting section on the LETR Website (www.lettr.org) for further information on the election process and positions due for election.

Nominations close at 5.00pm EDT on Friday, August 2, 2019



Thursday, August 1, 2019

T-Shirt Exchange boxes will be received between today and Thursday, September 19.

Items should be shipped to Arvada Police Department, 8101 Ralston Road, Arvada, Colorado 80002 and marked for the attention of Officer Brad Gagon.

Further details and a T-Shirt Exchange Fact Sheet can be found on the LETR Conference website on the Conference Schedule page.

Friday, August 2, 2019

Nominations for positions on the LETR International Executive Council close at 5.00pm EDT

Friday, August 16, 2019

Conference Registration and Hotel Reservation closes at 5.00pm EDT, after which time the conference rate may not apply, and hotel rooms may not be available.

In Remembrance Tribute and Year in Review photo submissions are due by 5.00pm EDT

Guardians of the Flame Miners Lamp Escort submissions are due by 5.00pm EDT

Friday, August 30, 2019

Deadline to pay for hotel accommodations with a check. Checks should be sent to 6700 North Gaylord Rockies Boulevard, Aurora, CO 80019 Attention: Kimberly Hutchins.

If you would like to pay with a credit card, bank wire or direct bill the deadline is Thursday, September 5, 2019.

Cancellation and Substitution Policy:

All cancellations, substitutions and registration modifications will be processed at no additional charge until Friday, August 16, 2019 5:00pm EDT

After this deadline any changes to conference registration are subject to an additional \$50.00 charge per amended registration.



Thursday, September 5, 2019

All payments must be made to the hotel by this date. Your payment options are credit card, bank wire or direct bill. Please be aware that to qualify for a direct bill payment option your total invoice must meet a minimum of \$10,000 USD (which includes tax and resort fees). If you wish to apply for a direct bill or to pay by credit card, please request the appropriate form from Kimberly Hutchins, from Gaylord Rockies. She can be reached at khutchins@gaylordhotels.com

Thursday, September 19, 2019

This is the last day that T-Shirt Exchange boxes will be accepted

Questions or comments regarding the housing and registration process should be directed to Nick Van Stratt with Helms Briscoe Resource One at nvanstratt@HelmsBriscoe.com or by phone at 202-596-6153.

For general conference questions, please refer to the conference website or contact Kelly Sheehy, Special Olympics International Manager, LETR (ksheehy@specialolympics.org) or Rodney Seurer, Chairman of International Conference Planning Committee (rseurer@ci.savage.mn.us).