



LETR International Conference

The 2024 LETR International Conference will be held at the [Grand Hyatt San Antonio Riverwalk](#) in San Antonio, Texas from November 14 - 16. 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 15, 2024	<i>WEBSITE</i>	The conference website opens. Click here to visit
Thursday, April 18, 2024	<i>TRAINING</i>	A conference update will take place at the April LETR Talks call. Click this link to join the meeting at 3 p.m. EST.

MAY		
Monday, May 6, 2024	<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, June 21, 2024, 5 p.m. EST.
Monday, May 6, 2024	<i>LETR YEAR END REPORT</i>	Year-end report submissions open . It is due Monday, July 15, 2024.
Monday, May 6, 2024	<i>IACP PHOTO CONTEST</i>	IACP Photo Contest opens to all LETR Programs. The photo contest ends on Friday, June 28, 2024 at 5:00 p.m. EST.
Monday, May 6, 2024	<i>TRIBUTES</i>	In Remembrance Tribute and Year in Review photo submissions are open to all LETR programs. Photos can be submitted on the conference website by Friday, August 30, 2024.
Monday, May 6, 2024	<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 Friday, August 30, 2024.



Monday, May 6, 2024	<i>GUARDIAN STORIES</i>	Guardian story submissions are open to all LETR programs. Submit information on the conference website by Friday, August 30, 2024.
Monday, May 13, 2024	<i>REGISTRATION</i>	LETR International Conference registration opens. 2024 registration fees are \$480.00 USD per attendee. Registration will close on Friday, September 27, 2024, at 5 p.m. EST. <ul style="list-style-type: none"> • Thursday, August 15, 2024 – First Deadline to submit a credit card authorization form. Please contact Kami for the CCA. • Friday, September 27, 2024 – Final Deadline to submit a credit card authorization form. Please contact Kami for the CCA. • Friday, October 18, 2024 - Deadline to pay for hotel accommodations with a check or cashier's check. • Friday, October 25, 2024 - All CCA accounts will be charged for rooms/taxes/etc.

JUNE		
Friday, May 31, 2024	<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
Friday, June 28, 2024	<i>IACP PHOTO CONTEST</i>	IACP Photo Contest ends at 5 p.m. EST.

JULY		
Monday, July 15, 2024	<i>LETR YEAR END REPORT</i>	Year-end reports due .

AUGUST		
Friday, August 30, 2024	<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 .
Friday, August 30, 2024	<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 .
Friday, August 30, 2024	<i>GUARDIAN STORIES</i>	5 p.m. EST – Guardian story submissions are due. Nominations can be submitted on the conference website .

Thursday, August 15, 2024	<i>REGISTRATION</i>	First Deadline to submit a credit card authorization form. Please contact Kami for the CCA.
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SEPTEMBER		
Monday, September 9, 2024	<i>LIVE & SILENT AUCTION</i>	For the Live and Silent Auction, the donating Program should fill out the Google Form for your items. Once the form is submitted, you will be provided information for shipping. 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, November 1, 2024. Please refer to the conference website for additional details about documenting and shipping.
Monday, September 9, 2024	<i>T-SHIRT EXCHANGE</i>	T-Shirt Exchanges items can be shipped to Special Olympics Texas, Attn: Jerry Cone, 2024 LETR Conference T-shirt, C/O your Program Name , 4732 Whirlwind Drive, San Antonio, TX, 78217, USA. Please ensure that shipments arrive before Friday, November 1, 2024. Please refer to the conference website for additional details about documenting and shipping.
Friday, September 27, 2024	<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 27, 2024, at 5 p.m. EST. After this deadline, any changes to conference registration are subject to an additional \$50.00 charge per amended registration. CANCELLATIONS MADE AFTER OCTOBER 18, 2024, ARE SUBJECT TO A HALF REGISTRATION FEE REFUND. CANCELLATIONS MADE AFTER NOVEMBER 1, 2024, WILL NOT BE REFUNDED.
Friday, September 27, 2024	<i>REGISTRATION</i>	Final Deadline to submit a credit card authorization form. Please contact Kami for the CCA.

OCTOBER		
Wednesday, October 2, 2024	<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 <u>Attention: Finance Department</u> 2600 Virginia Ave NW, Washington DC 20037 . Please make sure to note: Program Name LETR Conference Registration Fees.
Friday, October 18, 2024	<i>REGISTRATION</i>	Deadline to pay for hotel accommodations with a check or cashier's check per invoice instructions.

NOVEMBER		
Friday, November 1, 2024	<i>LIVE & SILENT AUCTION</i>	For the Live and Silent Auction, the donating Program should fill out the Google Form for your items. Once the form is submitted, you will be provided information for shipping. 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, November 1, 2024. 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 (Rodney.seurer@letr.org) and Joe Carlone (joe.carlone@letr.org)

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