

# What to Know Before You Register for the Harris County Employees Training Conference 2006

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**Registration:** You must register by August 25, 2006 to attend the conference. Register online by accessing the web page at <http://www.co.harris.tx.us/EmployeeTraining.htm>.

**Lunch:** Planning to have lunch at Reliant Center? You must register for lunch each day that you want a complimentary lunch at the Reliant Center. If you do not register, lunch will not be provided for you.

**Videotaping:** Some sessions may be videotaped for use in later training activities. Attendance at these sessions is your permission and acknowledgement that your image may be taped and that you may appear in a training video for other Harris County employees.

**Supervisors:** Your approval is required for an employee to attend the conference. If your employees want to attend and do not have online access, you may register them.

**Registration/Information Desk:** The Registration/Information Desk will be staffed during conference hours. Please sign in each day that you attend the conference and receive your packet.

**Evaluations:** Your opinion is very important to us in planning future events. Paper evaluation forms will be provided at the conference. Please fill them out and return them to the facilitator.

**Certificates of Attendance:** A general certificate will be given to each employee who attends the conference. Employees who do not register by August 25, 2006 may not receive certificates of attendance at the conference. In order to receive a certificate, you must sign your name on the sign-in sheet for each class attended. Employees who attend classes for which they did not register, may not receive certificates.

**Parking:** Parking is free at Reliant Center with the parking pass provided to those who register.

**Exhibitor Area:** Please visit the exhibitor area during any free time or after lunch at Reliant Center during conference hours.

**Metro Rail:** Metro Rail is \$2.00 for an all day pass. The trains run every 6 minutes or so and there is a stop within walking distance of Reliant Center.

**Room Assignments:** Room assignments for classes will be made when registration closes. A conference map and list of classroom assignments will be placed in each registrant's packet.

**Information:** Call HR & RM Training Section at (713) 755-4843 with questions you may have.

**Red Shirts:** If you need information or help finding a committee member, ask at the registration desk. Committee members wear red polo shirts with the conference logo on them.

**Attire and Temperature:** Appropriate attire is businesses casual or work uniform. While we make every effort to keep a comfortable temperature, the temperature in some rooms may be cold or warm. Be prepared by dressing in layers or carry a sweater or jacket to the conference. Wear comfortable shoes.

**ADA Accommodations:** For accommodations, assisted listening devices, captioning, sign language, etc., call 713-755-4396, TTY 713-755-6870, or email [debbie\\_chapman@co.harris.tx.us](mailto:debbie_chapman@co.harris.tx.us) at least two weeks prior to the conference.