



ONTARIO
ASSOCIATION of
OPTOMETRISTS

**SYMPOSIUM
& InfoMart**

2024 Symposium Policies & Notices

1. Who Should Attend

This symposium has been designed to meet the educational needs of optometrists, optometry students, optometric staff/assistants, office administrators and dispensary managers.

2. Course Registration and Payment

Online registration closes at 5 PM EST on April 5, 2024.

All continuing education courses are included in the base registration fee unless otherwise indicated.

Courses are limited by room capacities; admittance will be based on time of registration. The name badge provided in your delegate registration is required to be visible for entry into any course.

All delegates must pay in full to confirm courses. No waitlists or holds without payments will be done. Any registrations without payment (pending) will be given **48 hours** to provide payment otherwise the registration will be removed from the system and delegates will need to re-register with payment. An email notification may be sent to the delegate as a reminder but it is the responsibility of the delegate to provide payment in full at time of registration.

3. Cancellation Policy

Cancellations must be received in writing by 5 PM EST on Friday, March 28, 2024. To receive a refund, less a \$50 administration fee, email kshah@optom.on.ca.

Notifications received after this time will not be refunded.

4. Schedule Changes & Speakers

Schedules are subject to change to accommodate emergent situations. Visit <https://optom.on.ca/conference/> for speaker and schedule changes as well as other important updates. Delegates will also be sent notifications via email whenever possible and/or be informed through announcements on site.

The OAO reserves the right to cancel its Symposium, or any part of the meeting, due to unforeseen circumstances or to limit enrollments. Costs incurred, such as airline or hotel penalties, are the responsibility of the individual.

5. Continuing Education Credits

Delegates will use the OE Tracker mobile app to record attendance at continuing education courses and receive instant course credit. The OE Tracker app is free of charge and can be used by anyone with an OE Tracker number. The OE Tracker app is available for iPhones/iPads and Android phones. Visit www.arbo.org for detailed information about how to download and use the OE Tracker mobile app prior to the start of the symposium. Delegates who are unable to use the OE Tracker mobile app will be required to scan their own badges as they leave each lecture room.

Optometric Assistants (OAs) will receive a printed CE certificate about one month after the symposium.

Delegates are required to attend the full length of the course to receive continuing education credit.

6. Evaluations

Delegates are requested to complete an evaluation of each speaker and lecture at the end of each session attended.

Delegates are requested to complete an evaluation of the Symposium and InfoMart after the event. The Symposium and InfoMart evaluation will be sent by email after the closing of the symposium to the email address provided upon registration for this event.

7. Course Location

All courses will take place at RBC Place London, Ontario. The course room assignments will be published on your personalized name badge. In the event of a room change, delegates will be notified through on-site announcements.

8. Course Handouts

Handout materials, when provided by course instructors, will be available for download from the Symposium website.

9. COPE and Non-COPE Courses

Course titles on website will indicate eligibility for COPE or Non-COPE credit.

All **Optometric Staff** courses will qualify for the Canadian Association of Optometrists Canadian Certified Optometric Assistant (CCOA) Program for continuing education credit.

10. Audio and/or Video Recording

Select continuing education sessions may be recorded for future use. Please note personal audio and/or video recording of any presentation is not permitted and presentations cannot be rebroadcasted.

11. Photography

All delegates accept that they may be photographed or video recorded during the event. Consent is hereby provided to the OAO to use delegates' images with name or without, whether alone or with other persons, for the purpose of promotional or educational material, publications, on the OAO website or any other form of media. All delegates waive any right to inspect or approve the image and to be compensated. Furthermore, delegates agree to hold the OAO free and harmless from any claims when used lawfully within the scope described above.

12. Delegate Information

Delegate information [name, city and email (if consent is proved)] will be shared with sponsors.

13. Electronic Communication

Delegates who register for OAO Symposium and InfoMart will be asked for consent to agree to receive electronic communications from OAO related to the current conference along with other events.