**AGENDA**

1. SCI Welcome – Roger-Mark De Souza
   1. Introduce SCI Staff & SCI Volunteer Captains
2. Brief SCI introduction – Roger-Mark De Souza
   1. PowerPoint about SCI (SCI Base Presentation)
   2. Attendee Overview/ Protocol
3. Hotel & Registration – Leletha Marshall
   1. Briefly Cover Conference Agenda
   2. Registration Duties
4. Off-site Events – Kham Vargas and Leletha Marshall
   1. VIP GLC Reception
   2. Opening Ceremony – Flag bearers
   3. City Welcome Reception
5. Dress Code and Distribution of name badges

**PARKING**

Please note that the hotel does not offer free parking for guests or visitors.

Overnight parking rates: Self-parking – $12/day Valet – $19/day

Daily self-parking rates: 0-6 hours – $6 6+ hours – $12

Daily valet parking rates: 0-4 hours – $8 4-8 hours – $13 8+ hours – $19

2019 SCI Annual Conference Volunteer Waiver and Release

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (print name) hereby give my consent to participation in the Sister Cities International Annual Conference as a volunteer. I specifically agree to the following:

A. In case of medical need or emergency, I grant Sister Cities International (SCI) Staff the right to authorize medical care, if I cannot be promptly and readily reached.

B. In the event medical treatment is necessary, I agree to pay all costs associated with such treatment including the cost an emergency medical evacuation. I further agree to hold harmless and indemnify SCI, and its Board of Directors, employees and volunteers (collectively “SCI”) for any costs associated with medical treatment and transportation for our child.

C. I agree to indemnify and hold SCI harmless against any loss or claim incurred as a result of the Student’s failure to abide by the rules of the event or as a result of other inappropriate conduct on my part.

D. I agree that SCI is not responsible for any losses associated with the theft of, damage to or loss of property in my possession.

E. I agree to and do hereby release SCI from all liability for death, personal injury, sickness or damage to the personal property. I agree to indemnify and hold harmless SCI from any money damages claimed or adjudged against them jointly or severally by reason of death, personal injuries to sickness of, or damage to the personal property. This release and indemnity shall apply to the full period of time during which the conference occurs.

F. I give up, release and forever discharge SCI from all manner of acts, suits, claims and demands whatsoever, which I, or my legal representatives may at any time have against SCI from, for, touching or concerning any activity I will engage in or have been or may be subject to, happening at any time in the past, present or future, and for all actions, contacts or exposures concerning this Annual Conference and any activities that form part of the Annual Conference.

G. I give up all claims that I have, may have or may have in the future against SCI concerning this event. I release, acquit and forever discharge SCI of and from any claims or demands of any nature I may have or may later have against them concerning this Annual Conference or any activities which form part of the event.

I have read the Waiver and Release and fully understand its terms and the significance of those terms.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Main Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Emergency Contact Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Relationship: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_