



CONFERENCE INFORMATION FOR PARTICIPANTS

The 2019 Lasallian Association of Secondary School Chief Administrators (LASSCA) planning committee is pleased to bring you this year's lineup of speakers and sessions in response to topics you suggested following the 2018 conference. Gather with over 100 of your colleagues and District and Regional leaders to share best practices and conversations around the theme, "One Heart. One Commitment. One Life." This theme mirrors the theme of the ongoing [Year of Lasallian Vocations](#).

CONFERENCE SCHEDULE

The LASSCA Conference will begin on **Sunday, February 24, 2019**, with Mass at 5:30 p.m. at the hotel, followed by the opening session at 6:45 p.m., Wine and Wisdom small-group discussions, and a social at 8:00 p.m. The conference will conclude at approximately 10:30 a.m., on **Wednesday, February 27, 2019**. General session keynote presentations will take place Monday, Tuesday and Wednesday mornings. District meetings and open forums for presidents, principals and board members will be held on Monday, with Breakout sessions on Tuesday. [Click here](#) to view the draft conference schedule.

We encourage you to arrive early to give yourself plenty of time to explore the **Space Center Houston**. [Click here](#) to buy your ticket and use the promo code "CBCON" for 40 percent off on general admission tickets!

Last year's schedule change of replacing the formal, off-site group dinner with a networking social at the hotel was so popular that we decided to do it again this year! The social will be held at the hotel from 5:00 to 6:00 p.m., allowing you to schedule your own dinners following the social. Please [click here](#) for a list of nearby restaurants.

CONFERENCE REGISTRATION

There is no registration fee for those who have paid their 2018-2019 LASSCA membership dues or the non-member conference registration fee on or before December 3, 2018. If you have not yet paid your LASSCA membership dues or non-member conference registration fee, you may still do so by selecting the appropriate dues category (either one-member dues or two-member dues) or the non-member registration fee on the registration form. Please contact [Katie Christensen](#) for more information.

The conference registration fee for additional administrators, board leaders, District and Regional leaders and college and university representatives is \$700.00 per person. The fee for all spouses and guests is \$300.00 per person.

All registration fees include the opening reception, continental breakfast each morning, lunches on Monday and Tuesday, the District dinner on Monday evening, and the group social on Tuesday afternoon.

Chief administrators must register and pay for their board members. Please register each person attending the conference from your school, including LASSCA members who have paid their dues. There is a category that does NOT require payment for chief administrators who have already paid their LASSCA dues. **Registration fees will be collected online via credit card during the conference registration process.** Conference registration closes on Friday, February 8, 2019, at midnight.

Conference Cancellation Policy

LASSCA 2018-2019 membership dues are non-refundable. Christian Brothers Conference will grant refunds for non-members, additional administrators, board members, District and Regional leaders, college and university representatives and spouse/guests registration cancellations received in writing on or before February 15, 2019, less a \$25.00 administrative fee and a credit card processing fee. No refunds will be granted after February 15, 2019. Cancellation notices must be emailed to Katie Christensen at kchristensen@cbconf.org or faxed to 202-529-0775. Refunds for incorrect or duplicate registrations will be granted, less a \$25.00 administrative fee and a credit card processing fee. All refunds will be in the form of a check mailed within three weeks of receipt of the written request.

HOTEL INFORMATION

JW Marriott Houston by The Galleria
5150 Westheimer Road
Houston, Texas 77056
Phone: (713) 961-1500

PLEASE NOTE: There are two JW Marriott hotels in Houston, the other one is located in Downtown Houston, so be sure to come to the JW Marriott Houston by The Galleria at 5150 Westheimer Road. [Click here](#) to learn more about the hotel!

Christian Brothers Conference Hotel Reservation Policy

The cost of an attendee's hotel room is not included in the LASSCA dues or LASSCA Conference registration fee and is the sole responsibility of the attendee. Attendees will be asked on the registration form to acknowledge and agree to the conditions of this policy.

Hotel Reservations

Please [click here](#) to make your hotel reservation online or call (800) 228-9290 and reference "LASSCA" to make a reservation. The discounted \$149.00 per person nightly room rate for a standard room, plus local and state sales taxes, currently 17 percent, will be available from **Thursday, February 21 through Friday, March 1, subject to availability.**

Reservation Cut-off Date

The hotel reservation cut-off date is **Thursday, January 31, 2019**, or when the block is sold out. Reservations received after January 31 or after the block is sold out will be accepted only if available and at the hotel's current rate.

Check-in/Check-out

Check-in time is 3:00 p.m. and check-out is 12:00 p.m.

Payment Procedure

The hotel will NOT hold any reservation unless secured by a first night room deposit or guaranteed with a major credit card.

Cancellation Policy

If you must cancel your reservation, notify the hotel no later than five (5) days prior to your planned arrival to avoid being charged a cancellation fee equal to one night's room and tax.

Hotel Amenities

1. On-site dining:
 - Destino serves regional Texas cuisine
 - The Coffee Shoppe Coffee House
 - South Coast Grill serves American-style dishes
2. Wi-Fi in all guestrooms and public areas.
3. Self-parking for overnight guests discounted at 25 percent off per car, per day; valet parking available without discount.
4. Indoor and outdoor heated swimming pool
5. State-of-the-art fitness center with Life Fitness equipment and free weights
6. Rental cars available
7. Business center with print, fax and photocopy services
8. Dry cleaning services

TRAVEL

There are two possible airports in Houston to fly into. William P. Hobby Airport (HOU) is about a 35 minute drive (16 miles), and George Bush Intercontinental Airport (IAH) is about a 45 minute drive (27 miles) from the JW Marriott Houston by The Galleria.

Christian Brothers Conference Travel Policy

All travel arrangements and costs, including airfare, train, bus and/or other ground transportation costs are the sole responsibility of the attendee. Attendees will be asked on the registration form to acknowledge and agree to the conditions of this policy.

LASSCA SuperShuttle Discount

SuperShuttle has provided a 10 percent group discount for our upcoming LASSCA Conference. [Please click here](#), the discount code (35483) is already included in the link.

If you do not use the provided link, go to www.supershuttle.com and enter discount code **35483** to receive the discounted rates.

Taxi

[Click here](#) for taxi service and additional ground transportation from William P. Hobby Airport (HOU). [Click here](#) for taxi service and additional ground transportation from George Bush Intercontinental Airport (IAH).

Uber/Lyft

Uber and Lyft are available. If you choose one of these services, it is highly recommended that you download one or both of the apps onto your smart phone before heading to Houston. You may download the app directly to your iPhone from the iTunes app store or to your Android from the Google Play store. The approximate cost of an Uber or Lyft ride from William P Hobby Airport (HOU) to the hotel is \$30.00, and from George Bush Intercontinental Airport (IAH) to the hotel is \$42.00. Please note that the day, time and demand may affect the cost.

Driving

[Click here](#) for driving directions.

ATTIRE

The average temperature in Houston in February is a high of 64 degrees and a low of 48 degrees. You may need a jacket for outside/evening activities. The dress for all conference functions and sessions is business casual.

LOCAL ACTIVITIES/ATTRACTIONS

[Click here](#) for information on local activities and attractions in the Houston area. Additional information may be found on the Visit Houston website or by calling (714) 853-8100.

QUESTIONS/CONTACT

For additional information, please contact [Michele Beauboeuf](#) or [Katie Christensen](#) by email or by phone at (202) 529-0047.