



## CONFERENCE INFORMATION FOR PARTICIPANTS

The 2020 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 2019 conference. Gather with over 100 of your colleagues and District and Regional leaders to share best practices and conversations around the theme "Sustaining Excellence in Lasallian Leadership." This theme mirrors the theme of Lasallian Reflection 5 ["Great Things are Possible."](#)

### **CONFERENCE SCHEDULE**

The LASSCA Conference will begin on **Sunday, February 23, 2020**, with Mass at 5:00 p.m. at the Church of Saint Michael, which is a short walk from the hotel. Mass will be followed by the opening session at 6:30 p.m., which will include Wine and Wisdom conversations and a social at 8:00 p.m. The conference will conclude at approximately 10:15 a.m., on **Wednesday, February 26, 2020**. General session keynote presentations will take place Monday afternoon, Tuesday morning and Wednesday morning. District meetings and open forums for presidents, principals and board members will be held on Monday morning, with breakout sessions on Tuesday afternoon. [Click here](#) to view the draft conference schedule.

If you were not able to visit the **Space Center Houston** last year, we encourage you to arrive early to give yourself plenty of time to explore. [Click here](#) to buy your ticket and use the promo code "CBC2020" for 40 percent off general admission tickets!

We will have a Mardi Gras themed networking social at the hotel again this year. The social will be held on Mardi Gras, Tuesday, February 25 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 2019-2020 LASSCA membership dues or the non-member conference registration fee on or before December 3, 2019. 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 [Mari John](#), Christian Brothers Conference event planner, for more information.

The conference registration fee for additional administrators, board leaders, District and Regional leaders and college and university representatives is \$725.00 per person. The fee for all spouses and guests is \$300.00 per person.

All registration fees include the opening social, 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 7, 2020, at 11:59 p.m. (EST).

### **Conference Cancellation Policy**

**LASSCA 2019-2020 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 7, 2020, less a \$25.00 administrative fee and a credit card processing fee. No refunds will be granted after February 7, 2020. Cancellation notices must be emailed to [Mari John](#) 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, TX 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 room rate of \$149.00 per person nightly for a standard room, plus local and state sales taxes, currently 17 percent, will be applicable from **Thursday, February 20 through Friday, February 28, subject to availability.**

## **Reservation Cut-off Date**

The hotel reservation cut-off date is **Thursday, January 30, 2020**, or when the block is sold out. Reservations received after January 30 or after the block is sold out will be accepted only if available and at the hotel's current rate.

## **Check-in/Checkout**

Check-in time is 3:00 p.m. and checkout 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:
  - Stray Horse serves upscale Texas cuisine
  - JW Market
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 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.

### **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 [Mari John](#) by email or by phone at (202) 529-0047.