



EXTENDED CAMPUS  
**ECONOMIC DEVELOPMENT INSTITUTE**  
The UNIVERSITY of OKLAHOMA

**Indianapolis, Indiana April 27 – May 2, 2019**  
**GENERAL INFORMATION**

**TRAVEL TO INDIANAPOLIS**

**By Air:** Reservations can be made to [Indianapolis International Airport](#) (13 mi. to hotel)

**By Car:** [Customized Driving Directions](#)

**HOTEL INFORMATION**

[Indianapolis Marriott Downtown](#), 350 West Maryland Street, Indianapolis, IN 46225 Telephone: 317-822-3500. OU EDI has a block of rooms reserved at a rate of \$161 per night, plus taxes and fees. If calling (317-822-3500), be sure to specify “OU EDI” or “OU Economic Development Institute” when booking your room. Or, you can book online:

<https://book.passkey.com/go/econdevelopmentinstitute>

**OU EDI INSTITUTE SCHEDULE OVERVIEW** *(for details, contact OU EDI)*

**Saturday – April 27, 2019**

7:00 am – 8:00 am      CEcD Exam Prep Course Registration  
8:00 am – 5:00 pm      OU EDI CEcD Exam Prep Course

**Sunday – April 28, 2019**

8:00 am – 11:00 am      OU EDI CEcD Exam Prep Course (Continued)  
10:00 am – 1:00 pm      Program Registration  
11:00 am – 1:00 pm      ED Ethics and the Primer to the CEcD Exam  
1:30 pm – 2:00 pm      EDI/IEDC Opening Session **(All participants must attend)**  
2:15 pm – 7:00 pm      Classes in session

**Monday – Thursday, April 29 – May 2, 2019:**

8:00 am – 5:30 pm      Classes in session (CEcD Exam Prep Course Session #2 Mon-Tues)

**Thursday – May 2, 2019**

Noon – 1:30 pm      Lunch/Graduation Ceremony (see attendance policy below)

**COURSE MATERIALS** Will be available online to download 2 weeks prior to the Institute, for all paid participants at no charge through the OU EDI website. Once logged in, select View Your Information, then Course Schedule, then select one of the courses. Your materials will be at the bottom of the page.

**MEALS** Continental Breakfast, Lunch, and Break service provided during active courses. Lunch provided to CEcD attendees on Saturday. Lunch provided to Ethics Course and Primer Course attendees Sunday.

**Special Dietary Needs**

Please let us know (email [edi@ou.edu](mailto:edi@ou.edu)) if you have any special dietary needs or restrictions so that we can relay this information to the Hotel staff.

**DRESS CODE** Business Casual

**TAX DEDUCTION FOR ATTENDANCE** Expenses related to continuing education courses taken to maintain and improve professional skills may be tax deductible. Please consult your tax advisor.

## ATTENDANCE POLICY FOR ECONOMIC DEVELOPMENT INSTITUTE

Students attending the Institute shall be required to be present at all classes in which they are registered to earn the credit hours to graduate. Classes end Thursday at 5:30 PM. Please make travel arrangements accordingly. In case of emergency, please contact Kirk Garton at 405.370.7361.

### Payment Information

Registration fees are payable to the *University of Oklahoma*. To qualify for the Early Bird registration rate, both a completed registration and full payment must be received by to **Friday, March 15, 2019**. Payments not received by this date will be charged the normal registration fee.

Conference attendees with a balance due will be required to remit payment before being admitted to the conference. A credit card or check will be required on site for attendees with balances.

### Cancellation, No-Show, and Refund Policy

Qualified substitutions will be accepted at any time. Cancellations received after the close of business on Friday, March 29, 2019 will be required to pay a \$150 processing fee.

There will be no refunds for cancellation after Friday, April 12, 2019 or for non-attendance at the Institute. If registration fees are not paid prior to the cancellation or no-show, you will be billed.

Cancellations must be received in writing by mail or email ([edi@ou.edu](mailto:edi@ou.edu)). Telephone cancellations are not accepted.

### FOR FURTHER INFORMATION, PLEASE CONTACT:

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Norman, Oklahoma 73072  
Phone: 405.325.3136

[www.ouedi.org](http://www.ouedi.org)  
[edi@ou.edu](mailto:edi@ou.edu)