Welcome!
Thank you for registering to attend OU EDI in Austin. We put together an exciting and professionally rewarding curriculum that provides the tools to be successful in the profession of Economic Development. The OU EDI Executive Board, instructors, and the University of Oklahoma are committed to making your experience with OU EDI professionally rewarding. The friends and professional contacts you make through OU EDI will last a lifetime.

Please read the following important info carefully!

Schedules – Individual & Overall
Your OU EDI Schedule can be printed from the OU EDI database. Once logged into the website, select Course Schedule under View Your Information. It is good idea to verify your individual schedule in the few weeks leading to the event. A copy of the overall schedule is attached to this email.

Attendance Policy
Students attending the Institute are 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
Please make sure payment is made prior to the event. Click this link to process payment or by contacting Michelle Bassham at 405-325-6034 (mbassham@ou.edu). Payment is required before being admitted to the conference. A credit card or check will be required on-site for attendees with a balance due.

Cancellation, No-Show, and Refund Policy
Qualified substitutions will be accepted at any time prior to April 3rd, 2020. Cancellations received after the close of business on Friday, April 3, 2020 will be required to pay a $150 processing fee.

There will be no refunds for cancellation after Friday, April 17, 2020 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), not by telephone.
General Information

TRAVEL TO AUSTIN
By Air: Reservations can be made to Austin-Bergstrom International Airport (7 miles from the Omni)
By Car: Customized Driving Directions

HOTEL INFORMATION

Omni Austin Hotel Downtown, 700 San Jacinto and 8th Street, Austin, TX 78701, (512) 397-4823. Incoming attendees will appreciate our location just 7 miles from Austin-Bergstrom International Airport. OU EDI has a block of rooms at the conference facility. The room rate is $169 per night (plus taxes and fees). We encourage you to book your room via online link below to ensure you receive group rate, though you can also book by calling (512) 397-4823. If you call, be sure to specify “OU EDI” or “OU Economic Development Institute” when booking your hotel. Or, you can book online:

https://www.omnihotels.com/hotels/austin-downtown/meetings/center-for-community-energy-05012020

COURSE MATERIALS Will be available online to download 2-3 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 Full Breakfast, Lunch, and Break service provided during active courses. Lunch is provided to CEC attendees on Saturday. Lunch is provided to Ethics Course and Primer Course attendees Sunday.

Special Dietary Needs
Please let us know (email 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 (graduates may elect to dress up for the graduation luncheon on Thursday, at which we will take and provide photos for your use)

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.

FOR FURTHER INFORMATION, PLEASE CONTACT:
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