

GENERAL INFORMATION

TRAVEL

Getting to the world-class accommodations and golf experience of Pebble Beach Resorts® is easier than you might think. The Monterey Peninsula Airport (MRJ), San Jose International Airport (SJC), and San Francisco International Airport (SFO) service all incoming flights. The Monterey Peninsula Airport is located 20 minutes from the resort; the San Jose International Airport is located 90 minutes from the resort; and the San Francisco International Airport is located 2.5 hours from the resort. Each airport provides a variety of ground transportation to Pebble Beach Resorts, including onsite car rentals. Please visit the airport websites listed above for further details on ground transportation. You may also call Pebble Beach Transportation at +1.831.649.7606 for more information about transportation options.

RENTAL CARS AND PARKING ON PROPERTY

As with other IADC meeting locations, you may find that having a rental car, which allows accessibility to shopping, restaurants, recreation, and sightseeing off-property, a must-have. **We encourage you to book a rental car as soon as possible as this is a busy time of year.** All airports are serviced by major rental car companies.

Pebble Beach guests can save up to 25% off Avis base rates when making a reservation with Avis Worldwide Discount (AWD) number A381300. Complete your reservation at www.avis.com/en/association/A381300 and receive an instant online and email confirmation of your travel plans.

Please note that complimentary valet parking is included in the daily resort service fee.

WEATHER

The average temperature in Pebble Beach in February ranges from a high of 60° F/16° C to a low of 40° F/4° C at night. Weather can always be unpredictable, so we encourage you to check the forecast prior to your arrival.

SPECIAL NEEDS

If you will have special needs during the meeting (i.e. diet or accessibility), please let the IADC know in advance by emailing Rebecca Zurcher Foltz, Director of Meetings, at rzurcher@iadclaw.org.

DATA PRIVACY AND COLLECTION

Data is collected on attendees through registration for the purposes of executing the meeting and communicating with attendees about the meeting. Meeting sponsors have access to the registration list provided to all attendees. If any attendee has questions on data use and privacy, please contact Executive Director Mary Beth Kurzak at mkurzak@iadclaw.org.

PHOTO POLICY

Photos are taken onsite at the meeting by staff and hired photographers and those photos of meeting attendees may be used in association marketing. These photos also are posted on a site accessible to meeting attendees after the meeting. If there are any photos in the online photo album that you are in and you wish to be deleted, please contact Ashley Hatfield at ahatfield@iadclaw.org.

ATTIRE

Meetings and Events: Resort casual (slacks, shorts, golf shirt, button down/blouse) is appropriate for Committee meetings and CLE programs. The Welcome Reception and other receptions call for resort casual dress, although please note that it does get cool in the evenings. For the Theme Party, come dressed as your favorite movie star (see page 12) or in casual resort attire. For the final night's Dinner Dance, cocktail attire is requested.

Golf course attire: Proper golf attire is required. No jeans or cut-off shorts. No metal spikes allowed.

EASY PAYMENT OPTIONS

For your convenience, all registration and activity fees may be paid by check, wire transfer, Visa, MasterCard, or American Express. If paying by check, please make sure it is in U.S. currency and mail it to the International Association of Defense Counsel, 303 West Madison Street, Suite 925, Chicago, IL 60606. If paying by wire transfer, please contact Mary Huang, Staff Accountant, at mhuang@iadclaw.org for wire transfer details.

IADC CANCELLATION POLICY

A CASH REFUND, less a \$150 processing fee, will be made if a written notice of cancellation is received by the IADC office more than thirty (30) days prior to the first day of the meeting. No reason for the cancellation need be provided for a timely notice of cancellation.

NO CASH REFUND will be made if notice of cancellation is received by the IADC office thirty (30) days or less prior to the first day of the meeting. However, if special circumstances arise before the meeting which prevents attendance, a member may request a future meeting credit. The request needs to be in writing and submitted to the IADC office. It should be directed to the Finance Committee's attention and note the special circumstances which caused the cancellation. The credit request can only apply to meeting registration fees (not air, hotel, activity, tour, or special event fees) and, if approved, will be valid for use toward any IADC meeting for one (1) year from the date of the meeting for which credit is requested. A \$150 processing fee will be deducted from the total future meeting credit.

All future meeting credit requests will be considered by the Finance Committee and the decision of that Committee will be final.