

## Annual Conference

Washington, DC May 27-29, 2015

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### FINRA Annual Conference FAQs

#### General Questions

Q: Is my parking validated?

A: Parking is not validated for attendees at the conference.

Q: Are there restaurants located within walking distance of the hotel?

A: The Conference App has a Local Guide which will show you restaurants that are close to the conference hotel.

Q: Where is the nearest Starbucks?

A: In the lobby of the hotel.

Q: Will printers be available for conference attendees if they need to print boarding passes, conference materials, etc.?

A: Printers are available in the lobby of the Marriott Marquis.

Q: Where are the restrooms?

A: Please use the interactive floor plan on the Conference App to locate the restrooms or visit an information booth.

Q: I left a personal belonging at a session, is there a lost and found?

A: The registration desk will have a lost and found. Attendees can also check with the Hotel Security.

Q: Where can I get more information and help with the App?

A: Please visit the App Help Booth in near registration.

Q: What Metro stops are close to the hotel?

A: Mount Vernon Square/7<sup>th</sup> Street Convention Center (Green/Yellow lines) is a 7 minute walk from the hotel, Gallery Place/Chinatown (Green/Yellow/Red Lines) is a 10 minute walk from the hotel and Metro Center (Blue/Orange/Red/Silver Lines) is a 10 minute walk from the hotel.

Q: What is the dress code for the conference?

A: The dress code for the conference is business.

#### Networking Questions

Q: Where and what time will the buses pick up attendees at the Marriott Marquis for the Air and Space museum networking event? And where and what time will the buses bring attendees back to the Marriott Marquis after the event is over?

A: The buses will pick up attendees from the lobby of the Marriott Marquis to bring them to the Air and Space Museum at 6:30 pm. The buses will pick up attendees from the National Mall Entrance at the Air and Space Museum continuously until 9:30 pm.

Q: Can my guest attend the other networking events held at the FINRA Annual Conference?

A: Yes, if you registered your guest to attend the Air and Space networking event, they are able to attend the networking event on Thursday, May 28<sup>th</sup>.

Q: What are the dress codes for the networking receptions?

A: The dress code for the Air and Space museum networking event is business casual and the dress code for the Thursday night networking reception is business.

## Registration Questions

Q: If I try to check in at the hotel and there is an issue with my reservation, who can I contact?

A: Please contact the Marriott Marquis staff.

Q: Where is the registration desk located?

A: The registration desk is located on Level 4 in the Capitol/Congress Meeting Rooms.

Q: If I do not have my barcode to register, how can I get checked in for the conference?

A: Attendees will be able to enter their first and last names to check in for the conference.

Q: How do I register a guest to attend the networking event at the Air and Space Museum the day of the event? And is there a cost?

A: You can visit the Registration Desk on Level 4 to register a guest the day of the Air and Space Museum networking event. The cost to bring a guest is \$95.

Q: If I have a food allergy, how can I make sure I receive a special meal?

A: Please contact Judy Guy, FINRA Meetings and Conferences at [judy.guy@finra.org](mailto:judy.guy@finra.org)

Q: I've changed firms after I registered for the conference, how can I update my badge/attendance information?

A: You can update your information through Cvent (used to register for the conference) or while checking into the conference.

Q: I didn't get a conference gift when I registered, where can I pick up my conference gift?

A: Please visit the Registration Desk on Level 4 to pick up your conference gift.

Q: Do I need to sign up to attend specific sessions during the conference?

A: No, you do not need to sign up for specific sessions during the conference. The only two events that require advance registration are the CRCP Luncheon and the Back to Basics Compliance track.

Q: Will I receive a workbook for the conference like in years past?

A: No, all conference materials will be available through the Conference App or on the materials webpage. The materials will be available in advance of the conference if you wish to print them out.

Q: Is a copy of the conference attendee list available?

A: The attendee list can be found inside the Conference App.

## Session Questions

Q: There were two sessions held at the same time that I wanted to attend, will the sessions be available after the conference so I watch what I missed?

A: The sessions will be available on demand after the conference for attendees.

Q: If I ask a question during a session and the panel doesn't answer it, how can I get an answer to the question?

A: The panels will do their best to answer all questions during their sessions. If your question is not answered, you can try to ask the panel after their session ends, sign up for office hours or attend the Member Regulation Breakfast.

Q: Am I required to eat breakfast and lunch at the conference every day?

A: While attendees are not required to eat breakfast and lunch at the conference every day, these events do provide networking opportunities for conference attendees.

## **CE/Office Hours**

Q: Are Continuing Education Credits offered and what is the process to receive them?

A: Depending on your jurisdiction, the FINRA Annual Conference is eligible for CLE and CPE credit. Visit a Conference Information Booth on Level 2 to scan your badge when arriving and departing each day; and to download, complete and submit your attestation form for CLE/CPE CE credit at the end of the conference.

Q: How do I sign up for office hours?

A: You can sign up for office hours through the Conference App or by visiting the Information Booth on Levels 2 and 4.

Q: Where are office hours located at the conference?

A: The office hours are located in the following meeting rooms on Level 3: Farragut North, Eastern Market and Gallery Place.

Q: If I do not want to set up an office hours appointment, will FINRA staff be available during the conference for me to talk to?

A: FINRA staff will be in attendance during the conference but will not have specific locations and may be more difficult to locate.

## **App FAQ's**

Q: How do I connect to the Wi-Fi?

A: Go to "settings" on your device, select "Wi-Fi". The network is "FINRA Conference".

Q: What is my username for the app?

A: The email address you registered for the conference with is your username.

Q: What is my password for the app?

A: The password is "finra1939" (not case sensitive).

Q: How long after the conference will I be able to access the conference app and materials?

A: Materials will be available for one year after the conference. If you remove the app from your device before you download your notes or materials, you will lose them.

Q: How do I export my favorites?

A: When you "favorite" a session, speaker, contact, etc. or open session materials, they are automatically tracked in "My Favorites".

- Select the "My Favorites" icon
- Select the email/share icon in the upper right of your device
- Fill in your email address
- Select the items you would like to email
- Select the share icon