



## Administrative Notes

### **Dress Code**

Business casual is appropriate. So, please make yourself comfortable. Remember that the room temperatures can be difficult to regulate so we recommend that you bring a sweater or jacket for maximum comfort.

### **Evaluation Forms**

Please give your individual session and overall conference evaluations to room proctors or place them in the boxes provided. Feedback from participants is extremely valuable to us.

### **Smoking**

Please note that smoking is **NOT** permitted in the conference meeting rooms or in areas nearby.

### **Security**

Please do not leave any laptops, briefcases, packages or other personal belongings unattended at any time. Southern Financial Exchange will accept no responsibility for any belongings left in the conference center including meeting rooms, exhibit hall or registration area. Conference badges must be worn during all functions and sessions.

### **Cell Phones**

Cell phones must be turned to vibrate or to the off position during all sessions.

### **Copyright**

Neither these conference documents nor any part may be produced, stored in a retrieval system, or transmitted in any form or by any means, electronic, mechanical, photocopy, recording or otherwise, without the prior written consent of Southern Financial Exchange.

### **Onsite Photography**

Southern Financial Exchange may use photographs taken at our events for promotional and other purposes. Your participation/registration at Southern Financial Exchange events is acknowledgement of this fact and constitutes permission for such use.