

Thank you for being a part of the OCRA 2021 Annual Conference at the Renaissance Columbus Westerville-Polaris. We look forward to welcoming you to a wonderful weekend ahead.

In preparing for the conference, please note the following:

CONFERENCE LOCATION AND ATTIRE

All OCRA events will take place at the Renaissance Columbus Westerville-Polaris, 409 Altair Parkway, Westerville, Ohio. Hotel meeting rooms tend to be too cold or too hot, so dressing in layers may help the temperature be just right for you. We want you to be comfortable! **The dress code for the 2021 Annual Conference is casual.**

COVID-19 CONFERENCE ARRANGEMENTS

We are excited - and extremely fortunate - to be able to host the OCRA 2021 Annual Conference. However, we are aware that we currently remain in a global health pandemic and are proceeding forward through uncharted territory. We ask for your patience, and assistance, to ensure that our 2021 Annual Conference is a successful - and safe - event. Please note that Ohio remains under a [statewide order](#) requiring facial coverings in most situations, and your compliance is greatly appreciated.

The following items will differ from past OCRA conferences:

OCRA Seminar/Session Rooms

Beginning at 2:00 p.m. on Friday, April 9, the general sessions/seminars for the 2021 Annual Conference will be held in the Admiral A/B ballroom. Due to social distancing recommendations, seating will be arranged for one person per 6-foot table. There will be additional chairs placed at the back of the ballroom, not at a table, to accommodate overflow attendance and observers for sessions. Those comfortable with a colleague or group of colleagues may be permitted to allow for two persons per 6-foot table. If you are comfortable with the distance between yourself and fellow attendees, you may remove your facial coverings during the sessions while seated.

OCRA Breakfast/Refreshment Breaks

All refreshment breaks and the Saturday and Sunday morning continental breakfasts will be self-service layouts/buffets. Non-latex gloves will be available at the beginning of the service lines for use by attendees to help mitigate the spread of germs. Per the Ohio Department of Health's Orders, all attendees must wear facial coverings while in line for and while using self-service food stations. Additionally, all attendees must be seated when consuming food and/or alcoholic beverages.

OCRA Luncheon

The OCRA 2021 Business Meeting and Luncheon will resemble past luncheons in that the lunch served will be a three-course lunch served to attendees. Per the Ohio Department of Health's Orders, the number of people seated at any dining table must be limited to 10. By agreement with the Renaissance, we will be

utilizing tables of 8 during our luncheon. Prior to and at the conclusion of consuming your lunch, facial coverings must be worn during the luncheon.

OCRA Dinner Reception

In typical OCRA style, we plan to have a blast during the Saturday Night President's Reception (*see below for more information*). The dinner for the reception will be a self-service layout/buffet. Non-latex gloves will be available at the beginning of the service line for use by attendees to help mitigate the spread of germs. Per the Ohio Department of Health's Orders, all attendees must wear facial coverings while in line for and while using self-service food stations. Additionally, all attendees must be seated when consuming food and/or alcoholic beverages.

Renaissance Dining Options

Please note that the on-site restaurant and bar at the Renaissance (The Two-One) is open for breakfast and dinner only at this time. Dinner/bar hours begin at 4:15 p.m. on Friday and Saturday. Room service is available for attendees staying at the Renaissance. No outside food is permitted in the conference or hotel public areas and must be consumed in guest rooms only.

REGISTRATION AND VENDOR/EXHIBITOR HOURS

On-site registration and the OCRA membership table will be available in the pre-function area outside of the Admiral Ballroom:

Friday, April 9 from 10:00 a.m. - 6:00 p.m.

Saturday, April 10 from 7:30 a.m. - 6:30 p.m.

Sunday, April 11 from 8:00 a.m. - 10:45 a.m.

Vendors/Exhibitors will be available in the same area:

Friday, April 9 from 12:00 p.m. - 6:00 p.m.

Saturday, April 10 from 7:30 a.m. - 6:30 p.m.

VENDORS

ProCAT is a vendor at the 2021 Annual Conference and will be represented by Douglas Ackerman. Please visit Doug and the ProCAT table throughout the conference.

Stenograph will not be present on-site at the 2021 Annual Conference. However, Stenograph and Ohio District Sales Manager Todd Schuldt have special Ohio Annual Conference pricing and deals available through April 30. [Click here](#) to view the promotional flyer created just for OCRA's attendees and contact Todd to take advantage of these amazing deals.

Worth Business Equipment is a vendor at the 2021 Annual Conference. They will be providing maintenance, repairs, and cleaning of steno machines on-site. Please contact Worth Business Equipment *prior to* the conference to schedule your machine repair or cleaning. Visit <http://www.worthstenoservice.com/> and select the Contact Us to make your appointment directly.

HANDOUTS AND ATTENDEE INFORMATION

Each attendee will be provided with a conference folder which will include a [full brochure and schedule](#), along with other important conference materials. [Click here](#) to be directed to the 2021 Annual Conference webpage for up-to-date information, announcements, and handouts, if any.

SILENT AUCTION

New for this year, the Silent Auction will be hosted online. All items will be available for bids beginning at 12:00 p.m. on Friday, April 9. The Silent Auction tables will be set up to view in person by 10:00 a.m. on Saturday, April 10, and all bidding will close at 6:30 p.m. It's not too late to bring an item or basket to the conference to be added to the online auction for bids. Items big or small are happily accepted and, of course, a tax write-off! All proceeds benefit the OCRA Cardinal Foundation. [Click here](#) to view the Silent Auction online site and/or view the link and QR code which appear on the last page of the [full conference brochure](#).

SPONSORSHIP OPPORTUNITIES REMAIN AVAILABLE

Together, we can guarantee success and growth for the court reporters, captioners, students, and industry professionals in Ohio, and we hope that we can count on your support this year to ensure continued success of our educational efforts. Please [click here](#) to offer a general sponsorship and/or student sponsorship (scroll down to the sponsorship/support opportunities area). Any and all amounts are appreciated!

RAFFLES

Our main raffle for 2021 will not disappoint you! Amazing prizes are available, with the **grand prize** of a 7-day stay/trip for 2 in Pass-a-Grille, St. Pete Beach, Florida, along with \$500 cash to spend. [Click here](#) to view the full listing of prizes for the 2021 Annual Conference. In addition to the main raffle, the Luminex raffle gives you an opportunity to win a purple and black Luminex I (*first Luminex model*) which has been graciously donated by OCRA Past President Terri Sims. You can purchase your main raffle and Luminex raffle tickets in person throughout the conference or purchase your tickets online now by [clicking here](#). Don't miss out on the great prizes available this year - all in support of our association and profession right here in Ohio! (*Winners need not be present to win*)

SATURDAY NIGHT PRESIDENT'S RECEPTION - SHOUT OUT FOR TALENT!

To accommodate social distancing, this year our entertainment for the Saturday Night President's Reception will appear on the big screen. It will not be 'live', but it will be lively! We need your talent video! Please submit a short video to be shared on the big screen. Can you sing? Play an instrument? Make a TikTok-style video? Does your pet do a cool trick? Join the fun. The possibilities are endless. Upload your talent video by [clicking here](#) or email a link from your file-sharing source to meinke.timothy@gmail.com. Prizes will be announced during the reception! (*Please note: Registration is/was required for the reception through indication on your conference registration. If you need to add a guest, please contact Sarah at ocraonline@gmail.com ASAP!*).

THANK YOU FOR YOUR SUPPORT

Thank you again for being a part of the OCRA 2021 Annual Conference! We will see you in Westerville very soon. Safe travels!

Sincerely,

Tammy McGhee, RMR, CRR, CRC
2020-2022 OCRA President