FREQUENTLY ASKED QUESTIONS

When will registration open?

Registration opens on March 9, 2019.

What is the cost of the conference?

The two-day event costs $695 with registration cost beginning at $500 and increasing through the start of the conference.

- March 9 - May 31: $500
- June 1 - August 31: $600
- September 1 - October 24: $695

Where is the conference?

The conference is at the Omni Dallas Hotel, located at 555 S. Lamar St., Dallas, TX 75202.

Where do I park?

Parking information coming soon! Please check back.

What are the dates and times of the conference?

The event takes place Thursday and Friday, October 24-25, 2019. The conference begins promptly at 8 a.m. both days and concludes at 4 p.m.

Are meals included with my registration fee?

Yes, attendees will receive a light breakfast, lunch and a snack throughout the conference.

Are there CEUs for this event?

Momentous Institute is a licensed provider of CEUs in the state of Texas for LPC, LMFT, and LCSW. And an approved Continuing Professional Education (CPE) Provider in Texas with TEA (#902-493). Participants will receive 13 hours of CEU credits for the two-day conference.

When will I receive my CEU certificate?

Please note that in order to receive a certificate, a person must not only sign in but also complete a conference evaluation. Once an evaluation is received, a certificate will be emailed to the email address used to register for the event. Please allow two weeks to receive your certificate from the date you complete your evaluation. Please note that the evaluation portion of the app will be disabled on November 25, 2019. All evaluations must be completed prior to this date in order to receive a certificate.

What payment forms are accepted?

Momentous Institute accepts credit cards and purchase orders. For payment by purchase order, select "Purchase Order" and enter a valid purchase order number in the field. If a purchase order number is not available at time of registration, it must be emailed to events@momentousinstitute.org. no later than August 31, 2019.

Any registration not accompanied by a purchase order within 30 days may be cancelled.

All payments must be received by September 1. Any registration not paid in full by September 1 will be cancelled.

What if I cannot attend?

All refund requests must be submitted by email to events@momentousinstitute.org no later than August 31. Refunds cannot be issued by phone or any other method.

Because refunds incur significant administrative time and processing fees, any refunds will be issued minus a $25 processing fee.

All refunds will be processed after the conclusion of the event (minus the processing fee) using the same payment method used at the point of registration.

No refunds will be issued after August 31.

In lieu of a refund, a guest may elect to send someone else in his/her place. To do so, the guest should email events@momentousinstitute.org and include the following: the name of the registered attendee, the name of the new attendee and the email address of the new attendee. There is a $25 processing fee to change attendees.

Name change requests must be submitted by August 31.

Where should I stay?

A block of rooms has been reserved at a discounted rate at the Omni Dallas Hotel. Please call 1-800-THE-OMNI to reserve your room, and mention Momentous Institute and the Changing the Odds Conference to receive the discount.

Please do not book accommodations until your event registration is completed in the event that the conference sells out. Momentous Institute is not responsible for fees or charges related to lodging.

Are there any discounts or scholarships available?

Thanks to generous conference sponsors, there are a limited number of scholarships available to help offset the cost. The scholarship application will available via this link and we ask that you please complete it and submit it to events@momentousinstitute.org by August 1. A committee will review the applications and determine scholarships. Applicants will be notified by October 11.

How should I dress?

Casual business attire is appropriate. Please note that the temperature of the room runs cold. Attendees are encouraged to bring layers to stay warm.

Can I be an exhibitor?

The Changing the Odds Conference does not have exhibitor booths.

Can I get a copy of Momentous Institute's W-9 form?

Our W-9 is included as the last page of this document.

Can I watch a video of the speaker after the event? Can I have access to the speaker's presentation slides?

We do not have permission from speakers to distribute video recordings from the event. Some speakers are willing to share their presentation slides, which are posted under the speaker's name on the event app.

Is there an app?

Yes! We will update this with download information for the app closer to the event.

Is there Wi-Fi?

Yes, the event has complimentary Wi-Fi. Please note that there are very limited options for charging devices in the event ballroom and plan accordingly.

How can my organization become a sponsor of this event?

Thank you for your interest in sponsoring! Please reach out to Tania Loenneker, Associate Director of Development at tloenneker@momentousinstitute.org or 214-944-4758.

Is it possible to attend only one day of the conference?

We do not have a one-day option for attending the conference. The $695 registration fee covers one attendee for both days.

What services are available for people with disabilities or special needs?

Momentous Institute is happy to work with any special accommodations. Please email events@momentousinstitute.org if you are in need of any special services.

What if my question has not been answered?

Please email events@momentousinstitute.org.

Form **W-9**
(Rev. October 2018)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

▶ **Go to *www.irs.gov/FormW9* for instructions and the latest information.**

Give Form to the requester. Do not send to the IRS.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

Momentous Institute

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only **one** of the following seven boxes.

☐ Individual/sole proprietor or single-member LLC ☑ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate

☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ ________

Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is **not** disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

☐ Other (see instructions) ▶

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) ________

Exemption from FATCA reporting code (if any) ________

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.

106 E Tenth Street

6 City, state, and ZIP code

Dallas, TX 75203

7 List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN,* later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

			–			–				

or

Employer identification number

7	5	–	1	8	5	5	6	2	0

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here **Signature of U.S. person** ▶ **Date** ▶ March 1, 2019

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to *www.irs.gov/FormW9.*

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, *later.*