



Frequently Asked Questions

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General

When and where is the 2020 RMLS™ Education Summit and Trade Fair?

- Thursday, March 19, 2020
- DoubleTree by Hilton located at 1000 NE Multnomah Street, Portland, OR 97232
- 9:00am – 4:00pm

Is there a fee for the 2020 RMLS™ Education Summit and Trade Fair?

- There is no cost to attend this valuable event thanks to the support of our generous sponsors and exhibitors.

Getting there – what is recommended?

- The on-site hotel parking garage is limited to approximately 400 vehicles. We recommend carpooling with other attendees and planning to arrive early if parking at the hotel. There is also a MAX stop at the park adjacent to the DoubleTree and attendees are encouraged to use transit. **The parking garage can fill very quickly due to overnight hotel guests, so plan accordingly. RMLS™ cannot reserve parking and is not responsible if the garage fills to capacity.** Please plan ahead to avoid delays.

How much is parking at the DoubleTree?

- Visit the RMLS™ Information Desk for a coupon offering a greatly-reduced rate of \$3/day.
- Payment terminals are located inside the hotel.

Education

Where is the Class Schedule located?

- Please click here to view the [class schedule](#) and [descriptions](#).

Do I need to register?

- If you are planning to attend classes, registration is needed to *guarantee* your seat. All registration is done online, and you will know you have successfully registered when you receive a confirmation email showing your desired selections
- Registration is not required to attend the trade fair inside the exhibit hall.

Can I register for overlapping classes?

- Technically, yes, but doing so **WILL DELAY YOUR REGISTRATION**.
- If you do register for overlapping classes, you will be contacted and asked to make alternate selections.

What if a class I want is full?

- If a class reaches maximum capacity during registration, a wait list will become available.
- It is your responsibility to place yourself on the wait list.
- Should a spot open, you will be notified and automatically placed into the class.

I'm on a wait list but I haven't been notified. Should I still come?

- Yes. Space often becomes available on short notice.

I'm registered but can no longer attend – should I let you know?

- Yes. We appreciate knowing in advance so we can make room for more attendees.
- Please email traci.c@rmls.com or call 503-872-8063 if your schedule changes and you can no longer attend.

When do I receive my continuing education hours?

- If you attend a session offering continuing education hours, you can expect to receive your CE by email the following week. Allow one week following the event for staff to process certificates.
- To be eligible for CE hours, licensed REALTORS® must provide a signature, time-in, and time-out on the registration spreadsheet. **You will not receive CE hours if these steps are not followed.**

Which sessions qualify for continuing education?

- Oregon CE is offered for Tales From the (Legal) Crypt, Valuing Properties with REALTORS Property Resource®, and Growing your Business with Remine.
- Win the Listing with the Cloud Agent Suite, ShowingTime for the MLS, and Introducing Paragon and CRS Public Records do not meet the minimum qualifications for Oregon or Washington CE.
- Unfortunately, none of the classes this year meet the minimum qualifications for Washington CE.

Are there duplicate sessions?

- Most classes are offered both in the morning and afternoon. These classes are color-coded on the schedule to call attention to this being a duplicate session. The exact same content covered in the morning will be covered in the afternoon.
- Please do not register for both unless you intend to attend both sessions.

On Site

Do I need to check in?

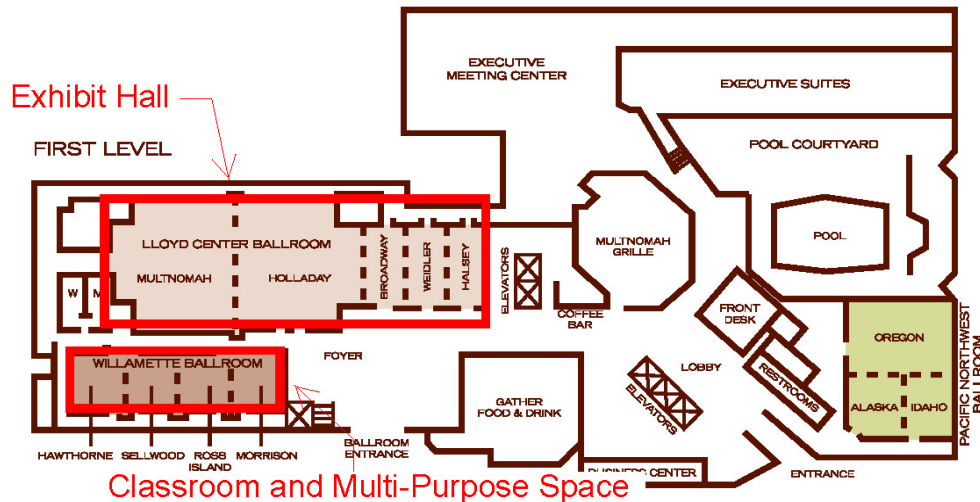
- When you first arrive, we recommend stopping by the RMLS™ Information Desk to collect a program, lunch ticket, and parking discount coupon (if parked in the hotel parking garage).
- You must check in for every education session you attend prior to the session. Tables will be located outside of the classroom with sign-in sheets. Please allow ample time.
- Checking in to visit with exhibitors is not necessary.

How early can I get into the exhibit hall?

- The exhibit hall officially opens at 9:00 am. We recommend leaving ample time in your schedule to visit our exhibitors. **Without their support, this event would not be possible.**

What is located on the first level?

- Approximately 45 **exhibitors** are on hand in the Lloyd Ballroom ready to help you find services and tools to benefit your business.
- Across the hall is the **Relax and Recharge** room in the Willamette Ballroom. This room is a dedicated space for attendees. While a portion of this space will be used as a classroom from 9am – 10:30am, it will be transformed to allow for additional seating once the class concludes.
- At 11:30am – 12:30pm, **lunch** will be served on the first level in the exhibit hall (Lloyd Ballroom). This buffet is available to attendees only.

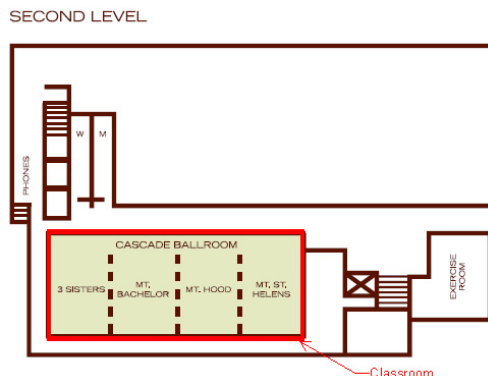


What is the Relax and Recharge room for?

- On the first level of the hotel is the Willamette Ballroom. This space is primarily dedicated to attendees as a place to relax in between classes or visiting with exhibitors. Stations for charging devices will be available in this room as well. Feel free to relax, eat, work, etc. but please don't leave valuables in this unsupervised space.

Where will classes be located?

- This year the classroom space is divided between the first and second levels. The second level is where the majority of education will take place at the 2020 RMLS™ Education Summit.



How do I enter the RMLS™-managed door prize drawings?

- Ask for a 2020 RMLS™ Education Summit and Trade Fair program/map from an RMLS™ staff member or get one at the RMLS™ Information Desk. On the map is a floor plan of the exhibit hall. Select exhibitors, noted with a special icon, have paid to participate in this interactive sponsorship.
- Visit each of the sponsors and collect a stamp on your map. Only these exhibitors will have stamps.
- Once you have collected stamps from ALL sponsors, you may turn your map into the RMLS™ Information Desk and enter ONE business card into the drawing.
- Winners will be drawn throughout the day and you do not need to be present to win.
- Winners are asked to collect their prize from the donating exhibitor.

Will there be food and beverage available?

- There will be refreshments available throughout the day.
- A buffet lunch will be made available from 11:30am – 12:30pm for up to 300 attendees.
- Additional restaurants are located inside the hotel and in the surrounding neighborhood.