

2016 NEW YORK STATE ADULT ABUSE TRAINING INSTITUTE
Community Collaboration: How Partnerships Can Expand Your Toolkit

**Registration Information & Instructions for
Departments of Social Services**

HOW DO I REGISTER MY STAFF?

Please register via **HSLC** for the **Adult Abuse Training Institute (AATI)** and the Pre-Institute Trainings – **Article 81 Guardianship for Commissioners, Case Workers and County Attorneys** and **Fundamentals of Supervision** (listed separately). You will also be able to register for lodging for each component. Workshops can be selected during the Training Institute.

WHAT ARE THE COSTS ASSOCIATED WITH THESE EVENTS?

REGISTRATION FEES FOR AATI:

- **Two (2) staff members from each Department of Social Services (DSS) or their case management sub-contractors are invited to attend the Training Institute (November 2 and 3) at no cost.** This includes admission to all workshops, plenary sessions and meals served at the hotel during the events on November 2 and 3.
- **Additional DSS staff may attend;** however, they will be responsible for paying the registration fee of \$300 for attending both days; or \$150 for attending one day. Payment can be made by voucher, check or purchase order. Payments may be mailed to the Brookdale Center before the event, or presented to Brookdale at the event registration table upon check-in.
- Please make payments payable to “**RF-CUNY**”, and mail to:

Brookdale Center for Healthy Aging at Hunter College
2180 3rd Avenue, 8th Floor, New York, NY 10035
Attn: Jerry Antonatos, Finance & Administration

NOTE: Please reference “AATI” and the name(s) of the attendee(s) on the check or voucher and include a photo-copy of your registration confirmation.

REGISTRATION FEES FOR PRE-INSTITUTE TRAININGS:

- The **two (2) staff members from each DSS or case management sub-contractor** who are registered to attend the Training Institute are also welcome to register for and attend one of the Pre-Institute Trainings – **Article 81 Guardianship for Commissioners, Case Workers and County Attorneys** or **Fundamentals of Supervision** – on November 1 at no cost. Please note that the *Fundamentals of Supervision* runs until noon on Wednesday, November 2, the first day of the **AATI**.
- Additional staff may attend if space is available. Space is limited.

HOTEL INFORMATION & RESERVATION FEES:

- **Two (2) staff members from each DSS or case management sub-contractor are permitted (1) overnight in a double-occupancy room** (*with a roommate*) at no cost for the nights of November 1 and/or November 2 to attend the Training Institute if traveling 50 miles or more from residence or office to hotel. **Please note:** if you choose a double-occupancy room without specifying a roommate name, a roommate of the same gender will be assigned to you upon check-in at the Hotel.
- **An Additional overnight** in a double-occupancy room (with a roommate) at no cost for the night of November 1 is permitted if attending the Training Institute and the **Article 81 Guardianship for Commissioners, Case Workers and County Attorneys** training on November 1. Availability is limited, so please register as soon as possible if you are planning to attend both events. Request overnights on HSLC for the Pre-Institute Trainings.

Single Room Occupancy

- Anyone requesting a single room (*no roommate*) will be responsible for paying a supplemental charge of \$57.50 per night upon check-in. A check, voucher or credit card must be presented to pay the single room supplement charge.

Additional Participant Lodging Fees

- If your organization plans to send more than two (2) people to the AATI, there is a \$115.00 per night/per room charge for each additional night's stay (*single or double-occupancy*).
- The hotel will request a credit card from anyone who checks into the hotel. The credit card will only be charged if a) the guest incurs incidental expenses such as mini-bar, movie rentals, meals, etc. or b) if the guest stays additional nights.
- **Hotel Reservation Cancellation Policy** – Room cancellations must be made up to **24 hours in advance of scheduled arrival**. If the hotel does not receive a cancellation request 24 hours before the 1pm check-in time on your scheduled check-in date, the individual or agency submitting the reservation online will be charged for one night's stay (\$115.) To cancel your reservation, you must contact the **Albany Marriott** directly at **(518)-458-8444 by 1pm the day before your scheduled arrival date**. **Please email contact below if a cancellation is made.**
- **Tax Exemption Certificate** – The hotel is required to charge NYS tax on all overnight rooms if any payment (*incidentals or a room charge*) is due. All government employees may submit an **ST-129 NYS Tax Exemption Certificate** at check-in to ensure that no sales tax is charged to their credit card. This form is attached.

REGISTRATION DEADLINE IS OCTOBER 14, 2016.

Unfortunately, registrations made after October 14 cannot be guaranteed.

If you have any questions about this event, please contact:

Jon Ruiz at (212) 396-7833 or jonathan.ruiz@hunter.cuny.edu