

2018 NEW YORK STATE ADULT ABUSE TRAINING INSTITUTE
25 YEARS! A Quarter Century of AATI: Looking Back, Looking Forward

Information for Area Agencies on Aging

WHAT ARE THE COSTS ASSOCIATED WITH THESE EVENTS?

REGISTRATION FEES FOR AATI:

- **Two (2) staff members from each Area Agency on Aging (AAA) or their case management sub-contractors are invited to attend the Training Institute (September 26, 2018 and September 27, 2018) at no cost.** This includes admission to all workshops, plenary sessions and meals served at the hotel during the events on September 26th and 27th.
- **Additional AAA staff may attend;** however, they will be responsible for paying the registration fee of \$300.00 for attending both days or \$175.00 for attending one day. Payment can be made by voucher, check or purchase order. Payments **MUST BE RECEIVED** by Brookdale Center for Healthy Aging before the event.
- Please make payments payable to “**RF-CUNY**”, and mail to:

Brookdale Center for Healthy Aging at Hunter College
2180 Third Avenue, 8th Floor, New York, NY 10035
Attn: Eusebio Silverio

REGISTRATION FEES FOR PRE-INSTITUTE TRAINING:

- **Two (2) staff members from each AAA or case management sub-contractor are welcome to register for and attend the Pre-Institute Training – *Article 81 Guardianship for Commissioners, Case Workers and County Attorneys* on September 25, 2018 at no cost.**
- Additional staff may attend if space is available. Space is limited.

HOTEL INFORMATION & RESERVATION FEES:

- **Two (2) staff members from each AAA or case management sub-contractor are permitted (1) overnight in a double-occupancy room (with a roommate) at no cost for the nights of September 25th and/or September 26th 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 September 25th is permitted if attending the Training Institute and the ***Article 81 Guardianship for Commissioners, Case Workers and County Attorneys*** training on September 25th. Availability is limited, so please register as soon as possible if you are planning to attend both events.

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 1:00pm 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 (\$115.00). To cancel your reservation, you must contact the **Albany Marriott** directly at **(518)-458-8444 by 1:00pm 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.

REGISTRATION DEADLINE IS AUGUST 31, 2018.

Unfortunately, registrations made after August 31, 2018 cannot be guaranteed.

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

Rose-Marie Mahase at (212) 396-7833 or rose-marie.mahase@hunter.cuny.edu