

2019 NEW YORK STATE ADULT ABUSE TRAINING INSTITUTE
Seeking Justice and Support for Victims of Adult and Elder Abuse

Registration Information for Area Agencies on Aging (AAA)

HOW DO I REGISTER?

Please register online at <https://brookdale.org/2019aati/>.

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 (October 30 – 31, 2019) at no cost.** This includes admission to all workshops, plenary sessions and meals during the event.
- **Additional AAA staff may attend;** however, they will be responsible for paying the registration fee of \$375.00. Payments can be made online, voucher, check, or purchase order. Payments **MUST BE RECEIVED** by Brookdale Center for Healthy Aging prior to the event.
- If paying by check, voucher, or MO, 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

Please reference “2019 AATI” and name(s) of the attendee(s) on the check or voucher.

REGISTRATION FEES FOR PRE-INSTITUTE TRAINING:

- **Two (2) staff members from each AAA or case management sub-contractor are welcome to register for the Pre-Institute Training – *Article 81 Guardianship Training for Commissioners, Case Workers and County Attorneys* on October 29, 2019 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 October 29, 2019 or October 30, 2019 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, a roommate of the same gender will be assigned to you.**

- **An additional overnight** in a double-occupancy room (*with a roommate*) at no cost for the night of October 29, 2019 is permitted if attending the Training Institute and the **Article 81 Guardianship for Commissioners, Case Workers and County Attorneys** training. 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 \$56.50 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 \$113.00 per night/per room charge for each additional night's stay (*single or double-occupancy*). A credit card will be needed at check in.
- **Hotel Reservation Cancellation Policy** – If you wish to cancel, please do so 3 days prior to arrival to avoid cancellation penalties.
- **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 OCTOBER 1, 2019.

Registrations made after October 1, 2019 cannot be guaranteed

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

Ebby Silverio at 212-396-7848 or email, aatiinfo@hunter.cuny.edu