

2016 Utah Children's Justice Symposium / Utah Prosecution Council Domestic Violence Conference

General Information

The **2016 Utah Children's Justice Symposium / Utah Prosecution Council Domestic Violence Conference** (Symposium) is a cooperative effort by the Utah Children's Justice Center Program and the Utah Prosecution Council to provide a venue for professionals from law enforcement, the legal community, child and family protective services, Utah's Children's Justice Centers (CJCs), state and local government agencies, medical and mental health professionals, community groups, schools and other educational organizations, CJC advisory boards, other allied agencies and/or groups, non-profit associations, and others who work in fields dealing with child sexual abuse, child physical abuse, other crimes against children and all types of domestic violence to gather together to learn about and discuss topics, issues, and concerns related to their work. Additionally, the Symposium is designed to promote and facilitate interdisciplinary communication and cooperation and to capitalize on the benefits gained from sharing a variety of viewpoints and utilizing team approaches.

2016 CJC/UPC Symposium Information

Please read through the following information carefully as it provides important details related to the **2016 CJC/UPC Symposium**. You can find the *2016 Utah Children's Justice Symposium / UPC Domestic Violence Conference Agenda* on the CJC Program's website at: <http://www.cjcsym.utah.gov/>.

During the Registration Process, Symposium Attendees will be asked to select the Breakout Sessions they are most likely to attend. Descriptions of the sessions are included in the Symposium Agenda. This information is used to determine appropriate-sized meeting space for each session. Please be thoughtful in your selections so we can assign meeting space accordingly and so sessions are placed in meeting rooms that will accommodate the number of people who wish to attend.

Lodging at the 2016 CJC/UPC Symposium:

IMPORTANT: The Registration Fee paid to register for the **2016 CJC/UPC Symposium** does **NOT** include lodging.

All lodging reservations must be handled separately and made directly with the hotel.

Symposium attendees can make hotel lodging reservations for the **2016 CJC/UPC Symposium** by contacting Snowbird Central Reservations at **1-800-453-3000** or by email at lodging@snowbird.com. Please note that in order to receive the negotiated state rate, please mention you are attending the **2016 Utah Children's Justice Symposium / UPC Domestic Violence Conference**. Rates are as follows:

\$100 / night for a single occupancy (one person per room) plus tax

\$110 / night for double-occupancy (two people per room) plus tax

IMPORTANT: Once your lodging reservations are made, you are responsible for any and all changes, cancellations, and/or other charges related to the reservation. Please become familiar with the hotel's cancellation and change policies in order to avoid any problems should your plans change. All lodging

rooms are available on a first-come, first-served basis. Please make your lodging reservations as soon as possible as we are expecting a large turnout for the **2016 CJC/UPC Symposium**.

If you are associated with a specific CJC or Agency, please clarify their lodging policy and determine whether or not they are paying for your lodging. This will decrease any confusion regarding who is making the reservations and who has the responsibility of payment for lodging reservations.

Lodging Check-In and Check-Out Policies:

Lodging **check-in** begins at 4:00 pm. However, the Snowbird Reservations Desk Staff will be happy to check guests in early if their rooms are ready.

IMPORTANT: Lodging **Check-Out time is 11:00 am. NO LATE CHECK-OUTS will be permitted.** If you have not checked out of your room by 11:00 am, **you will be charged an extra \$50.00.** You are completely responsible for this late fee if you miss the 11:00 am checkout. If your agency or CJC is paying for your lodging, they will **NOT** pay this late fee.

Continuing Education Units/Credits

Symposium Attendees can earn Continuing Education Unit Credits (CEUs) by attending AND evaluating each Symposium Plenary/General Session and Breakout Session they attend.

IMPORTANT: Session Evaluations will be available through **EventMobi**, a web-based application that can be accessed from any "smart" device or computer with Internet access. Session Evaluations will be immediately available during the Symposium so Attendees can complete and submit their evaluations as soon as each session is finished. **Symposium Attendees who fail to complete and submit Session Evaluations will NOT receive credits.** **NO Exceptions: NO evaluations, NO CEU Credits.**

IMPORTANT: Additionally, in order to receive Continuing Education Unit Credits (CEUs), Symposium Attendees are **REQUIRED to SIGN IN EACH day**. Signing in is a requirement of the authorizing agencies that provide CEU credits. **Symposium Attendees who fail to SIGN IN will NOT receive CEU credits.** **NO Exceptions: NO signatures, NO CEU Credits.**

CEUs will be available for: Law Enforcement: **POST**; Social Work: **NASW**; Victim Advocacy: **NOVA**; and Legal Credits: **CLE**. **General Credit Hours** will also be available.

IMPORTANT: Please indicate the type of Continuing Education Credits you would like to receive on your Registration Form so your name can be added to the sign-in sheets.

The **2016 CJC/UPC Symposium Agenda** provides for attendance at a total of nine (9) sessions -- four (4) Plenary/General Session Presentations and five (5) Breakout Sessions for a total of **14 CEUs**. Session Evaluations will be identified on the **EventMobi** site by Presenter(s) Name and Session Title. It is suggested that Evaluations be submitted directly following the end of each session to ensure it is submitted prior to the deadline. However, if Symposium Attendees prefer to complete the Evaluations at a later date, keep in mind **ALL evaluations must be submitted on or before Wednesday, May 25, 2016 at 5:00 pm.** After that date, the application will no longer accept submissions. **NO Exceptions. NO Late Session Evaluations will be accepted.**

IMPORTANT: Within 30 days of the close of the Symposium, Session Evaluations will be compiled and totaled. A **Certificate of Attendance** will be emailed to each attendee who requested CEUs on their

Registration Form, who submitted a session evaluation, AND who signed in each day of the Symposium. The total number of credit hours received will be **based on the number of Session Evaluations submitted prior to the deadline.**

Detailed instructions regarding the completion and submission of Session Evaluations for **CEU credit** will be included in the Symposium Attendee Registration Packet. If you have questions during the Symposium, please check with Symposium Staff at the Registration Table.

General Symposium Information:

1. Please note that the Snowbird Resort is contracted with Pepsi and provides only Pepsi products. Therefore, no Coke products are available at the Resort. **If you want Coke products, please bring your own.**
2. **NO** babies / toddlers / children will be allowed in the Conference Meeting Rooms and surrounding areas when presentations are in session. **No exceptions.** If your family and/or guests are joining you for meals, they are welcome in the dining areas during the times meals are served (provided meal tickets have been purchased – see information below).

3. **Meals:**

Meals for Registered Symposium Attendees:

The following meals are included as part of the Registration Fee for all registered Symposium attendees.

Breakfast	Tuesday, May 17, 2016	7:00 - 8:15 am
Lunch	Tuesday, May 17, 2016	12:00 - 1:15 pm
Breakfast	Wednesday, May 18, 2016	7:00 - 8:15 am

All meals will be served in the **Cliff Lodge Ballroom**. Registered Symposium Attendees will be required to present their **NAME TAG** for entrance into all meals. **NO Exceptions: NO Name Tag, NO Meals.**

Extra Meals for Guests:

Meal Tickets can be purchased for Symposium Attendees' family members / guests. All family members and/or guests (including ALL children) **MUST** present their Meal Tickets prior to entering the dining area. **NO Exceptions: NO Meal Tickets, NO Meals.**

Purchasing Meal Tickets:

Symposium Attendees can purchase Meal Tickets for their family members and/or guests during this Registration Process. In addition to selecting your Symposium Registration Ticket, please ALSO select Extra Meal Tickets for each of the extra meals you would like to purchase. The cost for Meal Tickets will be added to your order and then paid with your Registration fee. If your Registration fee is paid through another source (such as your CJC or Affiliated Agency), you will still select that source as paying your registration and then ALSO select the appropriate Extra Meal Ticket for each of the extra meals you would like to purchase. You are responsible for paying for **ALL** Extra Meal Tickets purchased as part of this Registration process. See meal prices under the ticket choices and note that prices are the same for both children and adults.

4. **No animals, except Service Animals** will be allowed in the Conference Meeting Rooms and surrounding areas during the **2016 CJC/UPC Symposium**.

5. **FULL Breakout Sessions:** When a Breakout Session room is full – all seats are taken – the room will be closed. Once the doors are closed, you'll be asked to find another session to attend. The rooms have been set to full capacity. No additional chairs will be added to aisles, sides, etc. as we are required to remain in compliance with fire codes and regulations. If you want to attend a specific session, plan to get there early to make sure you get a seat.

6. Due to the large number of attendees anticipated this year, we are asking for your cooperation in getting to and from sessions and meals in a timely manner in order to keep things running smoothly. The **2016 CJC/UPC Symposium Agenda** provides descriptions of all presentations. Please take some time before the beginning of **2016 CJC/UPC Symposium** to decide what you want to attend and where the session is being presented. If you have questions about where things are located, floor diagrams will be available in the Symposium Program as well as at the Symposium Registration and Information Table (located just outside the Cliff Lodge Ballroom).

Eventbrite Tickets

In order to check in for the **2016 CJC/UPC Symposium**, you will need: 1) a picture ID **AND** 2) your Registration Ticket. You can present **either** a printed copy of your Registration Ticket (printed from the Eventbrite website) **OR** have a copy of your ticket available on your "smart" device.

IMPORTANT: Each Symposium Attendee **MUST** check in **in person** at the Symposium Registration Table to pick up their Participant Materials. **NO Exceptions.**

Ticket/Registration Transfer Policy

2016 CJC/UPC Symposium Registrations are generally **NOT** transferrable. *However*, if you find you cannot attend the **2016 CJC/UPC Symposium** after purchasing a Registration Ticket **AND** it is prior to 3:00 pm on Friday, April 22, 2016, please contact the Symposium Organizer (listed below) for potential options. **NO transfers will be made after Friday, April 29, 2016.**

IMPORTANT: Under **NO** circumstances will a Registration Ticket purchased in the name of one person be accepted for another person. See Transfer Information above. Contact Symposium Organizer if you have additional questions.

IMPORTANT: Refund Policy

Refunds will be made **ONLY** under extenuating circumstances which have been approved by the Symposium Organizer. If you have questions related to a refund **AND** it is **PRIOR to 3:00 pm Friday, April 29, 2016**, please email a written Request for a Refund to Laura Seklemian at lseklemian@utah.gov. Include a detailed explanation of the reason for refund request **AND** your accurate contact information, including a phone number. Please also attach a **printed copy of your Registration Ticket** (can be obtained from the Eventbrite Registration site). Please type "2016 Symposium -- Request for Refund" in the subject line of the email.

IMPORTANT: Requests for Refunds received after Friday, April 29, 2016 will NOT be considered.

Please feel free to contact the Symposium Organizer with any questions:

Laura Seklemian

Office: 801-281-1238

Cell: 801-865-2241

Email: lseklemian@utah.gov