

Confirmation of Registration for the Trainers Institute 2019

May 8 & 9, 2019

April 30, 2019

Thank you for registering for the **2019 Trainers Institute**. We look forward to seeing you for a productive time of learning and sharing.

Location: The Trainers Institute will be conducted at the Lexington Griffin Gate Marriott Resort and Spa, located at 1800 Newtown Pike, Lexington, KY 40511. Directions are on their website: www.marriott.com/hotels/maps/travel/lexky-lexington-griffin-gate-marriott-resort-and-spa/.

Parking: Complimentary on-site parking.

Check-In: Program booklets/name badges will be available in the Check-In area.

We will have an **Exchange Area**, if you have changed your mind about which session you would like to attend during a specific timeslot, please inquire at the Exchange Area as to whether there is an opening in the session you prefer. If available, staff will issue a sticker to allow you to attend your preferred session.

Going Green: In a conscious effort to do our part to help the environment, the Institute **will not** be providing paper handouts. You will receive an email to join Slack and the ti19.slack.com workspace on Thursday, May 2nd, where you can find an electronic copy of handouts for each session that will be utilizing them. If you do not receive an email in your Inbox, please be sure to check your Junk folder. You are welcome to print them off in advance, use the Slack App or if you prefer download to your computer. The choice is yours! Presenters will also make their PowerPoints and additional resources available to all Institute participants following the Institute. Handouts are intended for participants of the Institute only.

Overall Agenda

Day One / May 8 th	Day Two / May 9 th
9:30 am – 3:30 pm: Check-In	7:00 am – 1:00 pm: Check-In
12:30 pm – 3:45 pm: Afternoon Sessions	7:00 am – 8:10 am: Breakfast
4:00 pm – 5:00 pm: Trainer Connection Kick-off	8:15 am – 11:30 am: Morning Sessions
	11:30 am – 12:50 pm: Lunch on own
	1:00 pm – 4:15 pm: Afternoon Sessions

Lodging: Participants were responsible for making reservations and covering lodging expenses, if overnight accommodations were needed. Hotel Room Block closed on 4/24/2019.

Timing: Please allow plenty of time to get to the Check-In Area – allowing for rush-hour traffic, parking and checking in. **You should plan on being at the Check-In Area no later than a half-hour before your first session.** Attendees who are more than 10 minutes late for a session **will not** receive credit for attending the session – see below.

Verification of Attendance: The Institute will not be issuing certificate of attendance or verification stickers. Registrants will complete the ECE-TRIS sign-in sheet at the beginning of each session. Verification of attendance will be credited into ECE-TRIS within 10 days of the end of the Institute. **(Attendees who enter the training more than 10 minutes late or leave early will not be issued credit.)** Your ECE-TRIS training record will serve as your official completion verification. Sessions attended will be entered into ECE-TRIS and recorded as how to train other adult's hours.

If you have any questions, please contact Tammy Greene via e-mail: tammy.greene@uky.edu. Thanks so much! We look forward to your participation at the Trainers Institute.

