



**Hotel and Local Information:** The Hotel offers complimentary full cooked-to-order breakfast each morning and an evening reception; complimentary wired and wireless internet in guest rooms. If you have time to spend in Scottsdale, check out: <http://www.chaparralsuites.com/things-to-do.htm>

**Registration:** Registration will be located outside the conference room on Tuesday at 8:00 a.m. Plan to stop by the registration desk to check in and to pick up your course notebook and other course materials.

**Schedule:** *The Section 106 Essentials* course runs from 8:30 a.m. to approximately 4:30 p.m. each day. Short breaks will be given in the morning and afternoon with a longer break for lunch.

**Meals:** Light morning fare and an afternoon snack are provided each day. The cost of this food is included in your registration fee. All other meals are on your own.

**Attire for Training Course:** Attire for the course is casual. Also, please keep in mind that hotel meeting rooms tend to be cool, so plan to bring a sweater or jacket.

**Cancellations:** Registrants who cancel at least 14 days prior to the start of the course will receive a full refund minus a 15% processing fee. No refunds will be given for cancellations made fewer than 14 days before the start of the course; however, substitutions may be made at no cost up until three days before the course begins. All cancellations must be made in writing.

**Questions:** If you have any questions about logistics or the course, please contact Cindy Bienvenue at [cbienvenue@achp.gov](mailto:cbienvenue@achp.gov) or 202-517-0202.

**We have a great training course planned for you and look forward to seeing you there!**