

106 Basics Course: November 14, 2018

“The Section 106 Basics” course will be held on Wednesday, November 14, 2018

Registration: Payment may be made by on-line credit card registration or by check or SF 182. Go to: <http://www.achp.gov/106basics.html> to register.

Course Location and Accommodations: The course will be held at the Hotel Spero, 405 Taylor Street, San Francisco, CA 94102. (<https://serranohotel.com/>). A block of rooms has been secured for attendees for Tuesday and Wednesday, November 13-14, at the prevailing government per diem rate. It is recommended that you make your reservations early, as the rooms are likely to sell out. **Reservations must be made by October 13.** Guests will make room reservations directly to the Hotel's Reservations Department at 1-866-575-9941. To insure receiving the special group rate, the guests must identify the group name ACHP-Basics Course Room Block.

Hotel Information: An Art Deco landmark on the National Register of Historic Places, Hotel Spero blends old-world charm with contemporary services and amenities.

Registration: Registration will be located outside the conference room Wednesday 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 106 Basics* runs from 8:30 a.m. to approximately 4:30 p.m. 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. 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 training@achp.gov or 202-517-0202.

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