
GENERAL INFORMATION & FAQs

Training Attire

Business casual attire is appropriate for all training activities. We recommend that you dress in layers and bring a sweater or jacket in case the room temperature is not comfortable for you.

Onsite Registration & Check-In

Please stop by the Registration Desk to receive your name badge and other materials. Registration is open during the following hours:

Wednesday, May 17: 8:30 a.m. – 1:30 p.m.

Thursday, May 18: 8:30 a.m. – 1:30 p.m.

Name Badge Policy

Please remember to wear your name badge when attending AGA functions. Your badge is proof of registration.

Spouses and guests are welcome to attend the evening membership mixer event; however, they must be accompanied by a registered attendee.

New Members Day

Wednesday, May 17th is New Member's Day. The Membership Mixer will be held at Ceres Café, which is located at 141 West Jackson Boulevard in the Board of Trade Lobby. The mixer will be from 4:00pm to 7:00pm. Join us for a great networking event!

Community Service



AGA Chicago Chapter is proud to sponsor a food drive. During the PDT event we will collect monies and non-perishable items for donation to **Howard Area Community Center in Rogers Park**. We ask that you please check expiration dates before making donations. Here is the link to the organization's website for more information: <http://howardarea.org/>

For questions, you may contact Community Service Director, Della Hernandez. Thank you for your generosity.

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CPE Credits Available

The AGA Chicago Chapter is registered with the National Association of State Boards of Accountancy (NASBA) as a sponsor of continuing professional education on the National Registry of CPE Sponsors. State boards of accountancy have final authority on the acceptance of individual courses for CPE credit. Complaints regarding registered sponsors may be submitted to the National Registry of CPE Sponsors through its website: www.learningmarket.org. When you attend this event, you will earn CPE credits and your attendance will be tracked via sign in sheets. Your CPE certificate will be issued at the conclusion of the training event.

Sponsorships Available

For sponsorship opportunities, please contact kasthurihenry@hotmail.com or CJCarter@agachicago.org.

Special Dietary Requests

AGA Chicago Chapter selects lunch menus we hope everyone will enjoy. We realize that some individuals have dietary restrictions and food allergies.

Due to the large number of attendees, please make alternative meal arrangements if you have several food allergies or very specific dietary restrictions, as our food and beverage options may not meet your needs. If you have questions, please email our Registrar & Meetings Director, at MMatczynski@hudoig.gov.

Photography Disclosure

AGA Chicago Chapter takes photographs during its trainings and events for use in Chapter advertising, newsletters and other promotional materials, whether in print, electronic or other media, including the website. By participating in this training you grant AGA Chicago Chapter the right to use your name and photograph for such purpose.

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Emergencies and Personal Safety

If you require medical attention during the training, please contact an Executive Committee member or the Conference Center Facilitator.

The nearest medical facility is within a 10 minute drive from the Conference Center:

Northwestern Memorial Hospital
215 East Huron Street
Chicago, IL 60611
312-926-2000

People with Disabilities

If you require special assistance, auxiliary aids or other reasonable accommodations to fully participate in this training, please email MMatczynski@hudoig.gov. Any information regarding your disability will remain confidential.

Schedule Changes

At times, it may be necessary to cancel, reschedule, or substitute a speaker, and/or topic after registration has been confirmed. The AGA Chicago Chapter will provide notification of any changes once notice has been received.

When and where will the conference be held?

The AGA Chicago Chapter's Annual PDT will take place Wednesday, May 17 through Thursday, May 18, 2017 at the Metcalfe Federal Building Conference Center, 77 West Jackson Boulevard, Chicago, IL.

What should I wear?

Business casual attire is appropriate for all training activities. Since training room temperatures vary, we recommend you bring a sweater or jacket. Chicago's average high temperature in May is 70F and the average low is 50F. Temperature may vary from day to day, so please dress accordingly.

How can I register for the training?



Email

Please email our Registrar & Meetings Director at: MMatczynski@hudoig.gov.

How can I pay for the training?

For credit/purchase card payments, you may contact the AGA Chicago Chapter Treasurer:

Thomas DiLisio
Dilisio.Thomas@dol.gov

Payment Types: Checks, Money Orders, Cashier's Check and Credit Cards



US Mail

All payment types – Payment must accompany the registration form. Training registration will NOT be processed until full payment or a copy of the purchase order is received. Only U.S. dollars are accepted. CPE certificates will NOT be issued until full payment is received.

Send completed Registration Form with payment to:

AGA Chicago Chapter
P. O. Box 1744
Chicago, IL 60604-9998

What is included in my registration package?

A full training attendee registration package includes the opportunity to earn at least 12 CPE hours, complimentary entrance to PDT Membership Mixer Event, two networking breakfasts, four refreshment breaks, two lunch buffets and full online access to available PDT presentations.

Registration Fees per Person

Members:	\$295
Nonmembers:	\$395
Retired Member:	\$95
Group (5+):	\$295
Full-Time Students:	\$25
Life-Time Members:	\$0

How will I know that my registration is confirmed?

If you registered as a group, your training coordinator will receive the confirmation email. If you registered individually, you will receive a confirmation email directly.

Regardless of how you registered, the PDT participant will receive a confirmation prior to the start of the training. All registered participants will receive a confirmation via email containing information about:

- Speaker bios and PowerPoint presentations.
Please note: PowerPoint presentations will only be made available if the speaker allowed us to do so or if we are given the presentation.
- 2017 PDT Website Password – This password should not be shared with anyone.

If you do not receive confirmation, contact your training coordinator then please email MMatczynski@hudoig.gov, for further research.

Can I get a refund if I need to cancel my registration?

Requests for cancellation must be made in writing to MMatczynski@hudoig.gov prior to cancellation deadline, **Friday 5/12/2017**. Registered participants who give a cancellation notice after the deadline, or who do not attend the event, will be charged the full price of the event. This policy is based on the fact that the Chapter contracts for costs (speakers, catering, etc.) to present its events and is required to pay for these costs whether or not the registered participant attends the event.

If I am unable to attend the training, can I send someone in my place?

Yes. If you are unable to attend the training and have already registered, you may designate another person to take your place. A registration form must be completed for the new attendee and emailed to MMatczynski@hudoig.gov. Please indicate the name of the individual that is being replaced. Membership status is **not transferrable**. Additional fees may be required based on the replacement's membership status.

How can I get a receipt for my registration?

If you require a registration receipt, please email AGA Chicago Chapter's Treasurer at Dilisio.Thomas@dol.gov.

How can I get a copy of a speaker's presentation/handouts?

All registered participants will receive a registration confirmation prior to the start of the training via email, which will include a link to all the speakers' presentations and/or handouts. The material will only be made available if the speaker allowed us to do so or if we are given the presentation. These materials will NOT be posted on our public site, but will be made available via password to PDT attendees.

What should I do if I have a special dietary request?

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If you have specific dietary questions, please email our Registrar & Meetings Director, at MMatczynski@hudoig.gov.

Contact Us

Still have questions? We are here to help!

Program and speaker information, please contact:

KasthuriHenry@hotmail.com

AGA Chicago Chapter President, 2016-2017

Registration services and information, please contact:

MMatczynski@hudoig.gov

Registrar & Meetings Director

Credit card or any payment questions, please contact:

Dilisio.Thomas@dol.gov

Treasurer