



A Notable History: Forging the Future

Nashville, Tennessee,
August 21 - 23, 2008

Frequently Asked Questions: You're Guide to Navigating the 2008 Enforcing Underage Drinking Laws (EUDL) National Leadership Conference

General Questions:

- Question:** Who's in charge of the conference?
Answer: The conference is planned by the Underage Drinking Enforcement Training Center (UDETC) in collaboration with the Office of Juvenile Justice and Delinquency Prevention (OJJDP) and in conjunction/collaboration with the National Liquor Law Enforcement Association (NLLEA). The Dixon Group is the conference planning provider responsible for conference registration and on-site session/special events logistics.
- Question:** Are there scholarships available? I was told that each State had scholarships available.
Answer: Yes, each EUDL State Coordinator was provided with a 10 adult and 5 youth registration scholarships to assign to conference participants per their discretion. To inquire about being a recipient of this scholarship, please contact the EUDL State Coordinator for your state. You may obtain this information by visiting www.udetc.org, click on State Information, and click on your state's icon to view State Coordinator information. The staff desk will also have a list of EUDL State Coordinators.
- Question:** What is the dress code for the conference?
Answer: Business casual attire the first two days of the conference (Thursday and Friday); and casual attire the last day of the conference (Saturday).
- Question:** Is there child care or a teen program on site?
Answer: The Conference does not provide child care for registrants. Please inquire with hotel staff for assistance with child care services.
Answer: For registered youth ages 15-18, a separate youth track is being offered. Youth may register on-site at the youth registration desk for a fee of \$50 (ages 15-18).
- Question:** Where do I pick up my conference bag and materials?
Answer: You may pick up your conference bag and materials at the conference registration desk. Please note that there are separate registration desks for general NLC general; participants, NLC Youth track participants, and NLLEA participants.
- Question:** Which meals are provided at the conference?
Answer: Continental breakfasts, lunches and a Networking reception are provided. Dinners are on your own.



7. **Question:** Are there any arrangements for special meals at the conference?
Answer: Arrangements have been made to offer vegetarian meal choices during conference luncheons. Participants are asked to notify the Dixon Group with special meal requests (see next FAQ for contact information).
Answer: Plenary and workshop sessions are handicap accessible.
8. **Question:** Whom do I contact about special needs/accommodations at the conference?
Answer: You may speak to a Dixon Group representative at the main registration desk onsite or email them in advance at nlinfo@dixongroup.com.
9. **Question:** May I photograph or videotape keynotes or sessions?
Answer: You may photograph keynote and/or workshop presenters, however we ask that you refrain from videotaping any of the events. Plenary sessions will be professionally video-taped and made available to the general public following the NLC.
10. **Question:** Will handouts of the Conference sessions be available?
Answer: Workshop session handouts will be distributed during each workshop event. Should handouts run short, participants may request copies directly from the session presenters who will in turn follow-up with participants after the conference.
11. **Question:** What happens if I can't get into the workshop(s) that I wanted to attend?
Answer: Although careful planning has gone into this year's conference to try to alleviate this potential situation, we are realistic that such situations may occur. We ask for your patience and flexibility in selecting alternative workshops to attend. We will strategically identify those workshops with an overwhelming attendance response as potential workshops to repeat during the NLC program to accommodate those that were unable to attend the original sessions. Should workshop sessions be repeated during the NLC, special announcements will be made during plenary events.
12. **Question:** How do I obtain continuing education, CLE, or other professional education credits for conference participation?
Answer: Certificates will be provided during each workshop and plenary session. You will need to check with the licensing or accreditation body in your state to determine whether you can receive credit for your attendance at the respective workshop or plenary sessions.
13. **Question:** Who should I contact should an emergency occur on-site?
Answer: You may request assistance from any UDETC Trainer/Staff Person wearing an OJJDP trainer shirt (blue or white polo with the trainer insignia), or any Dixon Group representative (one will also be located at the registration desk).
14. **Question:** Who do I contact for meeting room locations for special meetings at the NLC that I've been invited to (i.e. pre-conference meetings, discretionary meetings, etc.)?
Answer: You may either inquire at the registration desk or the UDETC Staff table for assistance. They will have a complete listing of special meeting events and their locations.
15. **Question:** Who do I contact with miscellaneous conference-related questions?
Answer: You may visit the UDETC Staff Table for assistance. If the representative(s) at the table are unable to answer your question(s), he/she will direct you accordingly or will write your question and contact information down to follow-up with you at a later time.

Registration and Exhibitors:

- Question:** What is included in the conference registration fee?
Answer: Admittance into plenary sessions, workshop sessions, general breakfasts and luncheons, and access to all conference materials.
- Question:** My State coordinator said they signed me up for the conference and I think I'm on the registration list. How do I get registered?
Answer: You may check your status or register for the conference by visiting the conference registration table. If you've been given a scholarship be sure to supply the scholarship registration number that you received from your EUDL State Coordinator. To check in advance of the conference, please email nlcinfo@dixongroup.com.
- Question:** Can I be invoiced for the conference?
Answer: If you are a non-registration scholarship recipient, the Dixon Group may either invoice you for the cost of conference registration, or request payment on-site.
- Question:** Are purchase orders accepted for registration?
Answer: Yes. Should you need assistance with submission of your purchase order on-site or prior to the conference please ask for Jodee Warner with the Dixon Group or email nlcinfo@dixongroup.com

Underage Drinking Enforcement Training Center (UDETC) Services:

- Question:** How do I obtain more information about the UDETC services?
Answer: You may either visit the Center's website at www.udetc.org or visit the UDETC staff table on-site to speak with a knowledgeable representative. For more specific information on trainings and to speak with a EUDL trainer please visit the trainers table.
- Question:** How do I request trainings?
Answer: You may contact your state's UDETC coordinator for assistance. For a listing of state assignments, please visit the staff table for a list of State Coordinators or visit the UDETC website at www.udetc.org and click on "Contact Us" which appears along the blue information banner across the top of the web page.
- Question:** How much do trainings cost?
Answer: If the requestor is a EUDL grantee and the training request is approved, the training is at no cost. However, it is common practice for the host site to share portions of the costs of training when able, such as lodging. If the requestor is a non-EUDL grantee and the training request is approved, the host site is responsible for paying all training costs.
- Question:** What is the process for obtaining training approval?
Answer: The Center works strategically with EUDL State Coordinators to plan and coordinate training events throughout the states that will support advancement of EUDL

efforts and result in successes that can be documented through the Center's success stories and provided to Congress as a measure of EUDL's growth and success.

All trainings must go through the EUDL State Coordinator regardless if the site is a EUDL grantee or not. Upon training approval, host sites are provided host responsibility guidance for planning the training.

When the Center receives training requests, the following are factors considered when determining whether trainings will be supported by the Center:

1. EUDL grantee or non-EUDL grantee
2. Readiness level/capacity of the site to move toward action with EUDL efforts
3. EUDL State Coordinator approval/support of the training request(s)
4. Type of training request(s) (i.e. duration; locations; and content)
5. Expectations/results from the training(s)
6. Funding within States/communities to share training costs when appropriate (i.e. non-EUDL grantees; multiple trainings within States)

Whenever possible, the Center works with the EUDL State Coordinator to leverage local resources to meet the needs of site requests. For example, some States may have the resources available to accommodate trainings within their States with local trainers. This option may be explored when considering training requests received. An example of this may be if a State has received "Training of Trainer" (TOT) training on a specific enforcement operation to help build capacity within a state for sustainability efforts. In this instance, the Center asks the State to tap into their pool of TOT recipients to meet the need of the training request.

5. **Question:** How do I make arrangements to meet with my UDETC state coordinator during the conference?

Answer: You may visit the UDETC staff table to submit a special meeting request (please leave your name, contact information, and state affiliation). UDETC state coordinators will be updated on special requests at the end of each day (or sooner if available) and will contact you as time permits.

6. **Question:** Are there any job opportunities at PIRE/UDETC?

Answer: PIRE is an equal employment opportunity company and welcomes job applications on an ongoing basis. If interested in becoming an UDETC trainer, you may visit the UDETC trainers' table to request a trainer's application, or email an inquiry to the Center at udetc@udetc.org. If interested in becoming a PIRE employee, you may contact PIRE's human resources office for information about current position openings. Inquiries may be directed to Angela Martin, Senior Human Resources Manger, at 301-755-2700 or amartin@pire.org.

Future Conferences:

1. **Question:** Is there an opportunity to give input for next year's conference?

Answer: You may provide input via conference evaluations. You may return your completed evaluation at the registration table. There will also be conference feedback forms at the conference registration desk as well.

2. **Question:** I would like to present a topic at the conference next year. Whom do I contact?



Answer: You may contact the Center at udetc@udetc.org for more information, or simply visit the UDETC website and watch for information after the first of the year for “calls for presentations” for the next NLC.

3. **Question:** How can I get information about future Conferences?

Answer: You may visit the UDETC website at www.udetc.org.