



Treasurer's Workshop	Salt Lake City, UT: October 24-26, 2023	
Location	Double Tree – Salt Lake City Airport 5151 Wiley Post Way Salt Lake City, UT 84116 Training Room: Zion	
Room Information	Corporate Room Rate: \$189/night + tax. Reserve your room using this link: https://www.hilton.com/en/attend-my-event/slcardt-tds-70574925-d7c1-4864-8a7c-a3c67ff24f2f/ Or call this number: 1-801-539-1515 Deadline to make reservations for reduced room rate: Monday, October 2, 2023	
Workshop Registration Deadline	Monday, October 2, 2023; 12:00pm EST	
Workshop Registration Link	https://forms.office.com/r/fpkeg4FgCf	
Maximum Number	25	
General schedule	Each day will begin at 9am, break for lunch mid-day, and end around 6pm.	
To-do before attending:	Upload your most current WinStabs data to TD Connect by Monday, October 16, 2023	
What to bring:	<ul style="list-style-type: none"> • Current WinStabs data • Laptop computer • last 6 months of meeting minutes and bills of allowance records for those meetings • LCA procedure records • Payroll schedules for each carrier you work with • Last 6 months of bank statements with check images • EFTPS payment history • State/Municipal tax information and records 	
What is provided by SMART	Classroom instruction, workshop materials, Local evaluation, and lunch days 1-3	
What is NOT provided by SMART	Lost time/salary, travel, hotel, meal & incidental expenses. These <i>may</i> be reimbursed by the local fund with proper local membership pre-approval .	