

Workshop	Workshop #1 New Haven, CT Oct. 8-10, 2018	Workshop #2 Kansas City, MO Nov. 5-7, 2018	Workshop #3 Kansas City, MO Nov. 7-9, 2018	Workshop #4 Birmingham, AL Nov. 12-14, 2018	Workshop #5 Rosemead, CA Nov. 27-29, 2018
Location	Holiday Inn Express-Branford 309 East Main St. Branford, CT 06405 Workshop held in the Hotel Meeting Room	Drury Inn & Suites 7900 Northwest Tiffany Springs Kansas City, MO 64153 Workshop held in Meeting Rm. 109	Drury Inn & Suites 7900 Northwest Tiffany Springs Kansas City, MO 64153 Workshop held in Meeting Rm. 109	Hilton Garden Inn/Home 2 250 18 th Street South Birmingham, AL 35233 Workshop held in Lakeview Ballroom	DoubleTree Los Angeles-Rosemead 888 Montebello Blvd, Rosemead, CA 91770 Workshop held in Rosemead Room
Room Information	Block Room Rate: \$129/night Must reserve by 9/20/2018 Call 203-488-4035 to make reservations using Block Code: STU	Block Room Rate: \$119.99/night Must reserve by 10/12/2018 Call 1-800-325-0720 or visit www.druryhotels.com to make reservations. Use group number 2352105	Block Room Rate: \$119.99/night Must reserve by 10/12/2018 Call 1-800-325-0720 or visit www.druryhotels.com to make reservations. Use group number 2352105	For a discounted rate, USE Corporate code: N1016814	For a discounted rate, USE Discount code: Hilton Honors members and AAA members receive discounted rates.
Registration Deadline	October 1, 2018	October 29, 2018	October 29, 2018	November 5, 2018	November 12, 2018
Workshop Registration Link	http://bit.ly/nhoct2018	http://bit.ly/kc1nov2018	http://bit.ly/nov2018kc2	http://bit.ly/bhnov2018	http://bit.ly/rmnov2018
Maximum Number	50	25	25	50	30
General schedule	Day 1: 9a-5p-classroom instruction Day 2: 9a-5p -classroom instruction Day 3: 9a-12p – classroom instruction 1p-5p – help sessions	Day 1: 9a-5p-classroom instruction; 7p-8p help sessions in lobby Day 2: 9a-5p -classroom instruction; 7p-8p help sessions in lobby Day 3: 9a-12p – classroom instruction	Day 1: 2p-5p – classroom instruction; 7p-8p help sessions in lobby Day 2: 9a-5p - classroom instruction; 7p-8p help sessions in lobby Day 3: 9a-5p – classroom instruction	Day 1: 9a-5p-classroom instruction Day 2: 9a-5p -classroom instruction Day 3: 9a-12p – classroom instruction 1p-5p – help sessions	Day 1: 9a-5p-classroom instruction Day 2: 9a-5p -classroom instruction Day 3: 9a-12p – classroom instruction 1p-5p – help sessions
What to bring:	Current WinStabs data, laptop computer, print-out of current member variance recent meeting minutes, Local bylaws, LCA procedure records, payroll schedules and payroll department contact information for each carrier you work with.				
What is provided by SMART	Classroom instruction, workshop materials, lunch days 1-3	Classroom instruction, workshop materials, lunch days 1-2	Classroom instruction, workshop materials, lunch days 2-3	Classroom instruction, workshop materials, lunch days 1-3	Classroom instruction, workshop materials, 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 .				