

 <p>California Unified Program Annual Training Conference</p>	<p><b>California Unified Program Agency (CUPA) Training Conference February 3-6, 2020 Hyatt South San Francisco Airport San Mateo County</b></p> <p><b>CUPA Scholarship Announcement Applications Due by October 31, 2019 at <a href="http://www.calcupa.org">www.calcupa.org</a></b></p>	 <p>ACCREDITING AGENCY <b>CALIFORNIA CUPA FORUM</b> www.calcupa.org</p>
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## Scholarship information

Mark your calendar now for the 22nd Annual California Unified Program Training Conference, February 3 – 6, 2019, at the Hyatt 1333 Bayshore Highway, Burlingame, Ca 94010 . Scholarships are available for CUPA and PA technical staff and approved by CUPA Manager.

### Applications are due by October 31<sup>st</sup>

Go to [www.calcupa.org](http://www.calcupa.org) and log into your profile to apply. If you do not have a profile you will need to set one up. Using your Agency email is mandatory. Please update your profile to make sure your email address and member account information is correct. After you apply you will receive an email from [conferencemanager@calcupa.org](mailto:conferencemanager@calcupa.org) confirming receipt of your scholarship application which will include the hotel reservation link for scholarships. You must use the Hyatt Scholarship per diem link for the scholarships, NOT the link on the website for the general public!

**NEW REQUIREMENT FOR MANAGERS!** Managers are required to log into their account, click MANAGER DASHBOARD and approve, adjust or decline a scholarship application. This is requested to be completed by October 31, 2019.

### FEATURES AT THE 2020 CUPA CONFERENCE:

- Twelve tracks of technical training sessions **Monday–Wednesday 8am-5pm & Thursday 8am-3pm.**
- Tracks include CalARP, HazWaste, UST, Admin & Mgmt, Enforcement, Clean UP, APSA/AST, Industry, Emergency Response/HMBP, Potpourri, HAZWOPER, Technology & Tours.
- A sophisticated conference management tracking system that includes online registration for conference sessions that will provide personalized training certificates including mobile site access
- As an Accrediting Agency, the CUPA Forum will offer Continuing Education Contact Hours (CECH) for Registered Environmental Health Specialists.
- ICC Contact hours may be available for all of the underground storage tank sessions.
- 101 Beginning level, 201 Intermediate level and 301 Advanced Sessions are available in each track.
- HAZWOPER Sessions on Tuesday, Wednesday and Thursday.

### THIS SCHOLARSHIP COVERS:

- Registration fee of \$695
- Hotel discounted parking rate at \$16 per day and airport parking during the conference dates.
- Shuttle service to/from the airport is complimentary and provided by the Hyatt that rotates every 15 minutes.
- Only jurisdictions greater than 30 miles will be eligible for scholarships beyond the Registration fee.
- Mileage, parking and meals will not be reimbursed for anyone not spending the night. Travel allowance is capped at \$350.00 for Mileage and \$450 for all travel expenses combined. This includes airfare, mileage, hotel parking, airport parking, shuttles and tolls. Travel cost for dinner is not reimbursed as there are many restaurants in walking distance.
- Hyatt hotel rate for Scholarships of \$140.00 plus taxes = \$160.00 by using the scholarship reservations link under the CUPA Block <https://www.hyatt.com/en-US/group-booking/SFOBU/G-CUPF/PER%20DIEM> NOT the link on the website!!!! (or use the link in your confirmation from [conferencemanager@calcupa.org](mailto:conferencemanager@calcupa.org) when you receive your award e-letter). Please book your hotel room early as the hotel will sell out. If you cancel, **it is**



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Training Conference February 3-6, 2020  
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**mandatory that you cancel your reservation directly** with the Hotel or a future scholarship will be declined for no-shows. To be eligible, you must live greater than 30 miles from the conference venue. Saturday night is not part of the scholarship.

- Airfare at the lowest **best rate** and fee for one bag of luggage each way or mileage with a max reimbursement of \$350.00 at the current federal per diem rate currently .58 cents per mile.
- Specific meals (Monday breakfast \$10 & Sunday-Wednesday dinner \$30 each max) Dinner reimbursement is calculated on # of hotel nights. Breakfast is provided Tuesday - Thursday and lunch is provided Monday - Thursday. No other lunches will be reimbursed.
- **You are required to make your own travel arrangements and hotel reservations.**
- **Receipts will be required for every purchase (excluding meals).**

### **THIS SCHOLARSHIP DOES NOT COVER:**



- Other hotels or additional hotel nights (unless pre-approved)
- Upgraded rooms or hotel bellmen tips
- Rental cars. Transportation around the area during the conference.
- No gas or mileage reimbursement if using an Agency car
- Additional room charges such as internet, phone calls or fax charges
- Alcoholic beverages or other personal expenses
- No shows

### **SCHOLARSHIP AWARD & REQUIREMENTS**

- **Award notices will be emailed in November.**
- **You must confirm acceptance of your scholarship by December 13, 2019 by logging into your existing Conference Manager account at <http://www.calcupa.org>; otherwise, you will relinquish it.**
- Enter your REHS# and/or ICC# if applicable for Certificates CECH's.
- You are required to indicate the class sessions you are interested in attending. Priority will be given to pre-registered attendees if a session is full. Please choose your sessions by December 31<sup>st</sup>.
- Indicate which lunches you will be attending so we can plan accordingly.
- You will be required to complete an evaluation within seven days of the training in your profile to obtain REHS/ICC credit.
- Agency contribution required of the total approved scholarship or actual expense of the Agency scholarships calculated at 35%. Includes Registration fee and all approved reimbursed costs.
- You can get more information about how to accept your scholarship at the following address: <http://www.calcupa.org/articles/scholarship-award-next-steps.html>

### **VOLUNTEER REQUIREMENTS**

- **Every Scholarship is required to volunteer to help at the conference for two hours.**
- **Sign up to volunteer after you receive notification of an approved scholarship by logging into your account between November 15<sup>th</sup> – December 31<sup>st</sup> at [www.calcupa.org](http://www.calcupa.org)**
- Details on these volunteer positions are posted under VOLUNTEERS on the website at [www.calcupa.org](http://www.calcupa.org). Not all positions are posted until the full program is completed.
- If required volunteer service is not completed, a scholarship for the next two year's conference may be declined.



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## VOLUNTEER OPPORTUNITIES

**Each scholarship recipient must VOLUNTEER during the conference to help with various tasks.** Sign up on the Conference Management System from your individual account by clicking on VOLUNTEER ASSIGNMENTS in the Scholarships tab and selecting ONE of the tasks listed below.

Please keep in mind that if you are in a training session prior to the selected volunteer assignment, you must leave that session early in order to check in at least 15 minutes prior to your assignment. Volunteer assignments can be confirmed by viewing and/or printing your individual itinerary.

- 1. Presentation/Speaker** – Present a Session at the conference. If you have Session you are interested in presenting please complete the Abstract form before August 31<sup>st</sup> posted at [www.calcupa.org](http://www.calcupa.org). Speakers are pre-approved. Do not submit requests to volunteer to be a Presenter/Speaker. The Speaker assignment does fulfill the Volunteer requirement and you will not need to volunteer for any additional assignment.
- 2. Gov't Only Session Security** –Must check in 15 minutes prior to the start of the session at the Registration Desk and check out after the session. Gov't only session security monitor the doors on sessions that can only be attended by government employees or are closed sessions and ask non-gov't attendees to find another session to attend.  
**Times:** As indicated on the program and are subject to change if the overall conference program changes.
- 3. Room Monitors** – Must check in and out at the Registration Desk 15 minutes prior to and after the session. Provide Check in and Check out Codes. Room monitors provide support to the session speaker; help them set up and start and end session on time; help pass the microphone around when there is a question and answer period; make sure scanners are at and stay at the door; make sure there is water in the room and may need to go to the Registration Desk during the session to report any issues with the room or AV. To volunteer, first add the session to your itinerary in your individual account and then click on the blue "signal" icon. If you drop the session from your itinerary to attend a different session, please remember to remove yourself as the room monitor.  
**Times:** run concurrent with program sessions and one assignment fulfills the volunteer requirement.
- 4. Shuttle drivers** – Must check in with the Shuttle Coordinator 15 minutes prior to the start of and after the assignment. Shuttle drivers will drive a CUPA shuttle van and pick up/drop off attendees who are arriving/departing from the airport or staying at outlying hotels and bring them to and from the conference. Shuttle drivers are asked to provide the Shuttle Coordinator with a cell phone number for contact purposes.  
**Times:** 6:30-8:30am, Mon-Thurs, 4:30-6:30pm Mon-Wed, 2:30-4:30pm, Thurs

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5. **Sunday Set Up** – Reporting times can vary; however, after checking in must volunteer for two full hours. Volunteers help to unload the CUPA trailer, assemble conference materials, collate lunch tickets, tie ribbons on speaker gifts, set up the CUPA Kiosk, assemble easels, set out signage and set up for early registration on Sunday evening. Pre-Registration Super Bowl Sunday party will be 3-7pm at the Hyatt foyer.

**Times:** First shift starts at 9am – 11am, 11am – 1pm, 1-3pm, Sunday only

6. **Thursday Tear Down** – Reporting times can vary slightly; however, after checking in must volunteer for two full hours. Volunteers help to pack up the conference office, breakdown the CUPA Kiosk and easels, pick up all signage, laptops and projectors, and help load the CUPA trailer.

**Times:** First shift starts at 1pm – 3pm and 3pm – 5pm, Thurs only

### ONCE YOU ACCEPT THE SCHOLARSHIP:

- Once you accept your scholarship from November 15-December 31st, your registration fee will be PRE-PAID for you so you can schedule lunches and sessions. Accept your scholarship by logging into your account at [www.calcupa.org](http://www.calcupa.org), click scholarship, click accept. You must accept or decline your scholarship by **December 31st**.
- Other expenses can be reimbursed either directly to you or to your agency after the conference. Please let us know how to reimburse you when you file your Travel Expense Claim (TEC) reimbursement form. TEC Form is posted at [www.calcupa.org](http://www.calcupa.org)
- **MAIL** in your TEC reimbursement form with ALL RECEIPTS for your expenses no later than **March 31, 2020, to CAL CUPA Forum, P.O. Box 2017, Cameron Park, CA 95682-2017.**

If you have any questions regarding the scholarship conditions, please contact CAL CUPA FORUM, Sheryl Baldwin at [Sheryl@calcupa.org](mailto:Sheryl@calcupa.org) or 530-676-0815.

Check out the website for current information at [www.calcupa.org](http://www.calcupa.org)