

Child Protection Mediation Training

Training Dates and Times:

Thursday November 15, 2018 9:00 a.m. – 5:30 p.m.
Friday November 16, 2018 9:00 a.m. – 5:30 p.m.

This training is a full two-day intensive skills-based training.
Participants must commit to attending the entire two-day program.

REGISTRATION DEADLINE:

FRIDAY OCTOBER 19, 2018

PLEASE FAX OR EMAIL FORMS TO: (517) 373-5748 OR
MONTEMAYORK@COURTS.MI.GOV

Please print clearly the following information:

Name: _____ Center: _____

E-mail Address: _____

Street Address: _____

City: _____ Zip: _____ Phone Number: _____

LODGING ACCOMMODATIONS

Double-occupancy lodging is available for eligible participants at the Fairfield Inn and Suites Hotel in Lansing, Michigan. If you have not identified a roommate on this form SCAO will assign a roommate. **If a single room is requested, participant is responsible for ½ the cost of a double-occupancy room.**

If your home/office is located **in excess of 100 miles** from the training site you are eligible for paid/partially-paid lodging for the evening prior to the first day of training. If your home/office is located **in excess of 65 miles** from the training site you are eligible for paid/partially-paid lodging for the evening prior to the second day of training.

LODGING REQUEST

By completing the information below, I acknowledge my request for lodging for the night(s) listed, and thus accept responsibility for any charges beyond the state-approved nightly rate. **SCAO is not responsible for any charges made to your room beyond lodging cost.** Internet, phone calls, room service, etc. are charges that are to be paid by the participant and **must be settled prior to check out.**

- I will not require any lodging accommodations (skip to page 2).
- I will be traveling over 100 miles each way to the training and request lodging for the evening(s) of:
- Wednesday November 14
- I will be traveling over 65 miles each way to the training and request lodging for the evening(s) of:
- Thursday November 15

I prefer a: Double-occupancy room (no charge). My preferred roommate: _____
 Single-occupancy room* (half state rate charge).

*(I acknowledge my request for single-occupancy lodging for the night(s) listed, and thus accept responsibility for 1/2 the cost of lodging (approximately \$37.50 per night, plus applicable taxes).

SPECIAL ACCOMMODATIONS

Please list any special accommodations that you will require during your stay (e.g. wheelchair access, vegetarian meals, etc.).

LODGING CANCELLATION

Our office arranges guaranteed room reservations based on your request. Please direct all room changes and/or cancellations to Kristina Montemayor (517) 373-4839, montemayork@courts.mi.gov. If you need to make changes after November 12, 2018 you must call the Fairfield Inn & Suites at (517) 374-6500. Please note **if you do not cancel your room reservation at least 48 hours prior to your first night of stay, you will be billed the cost of the room.**

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Training Location:

Michigan Hall of Justice
Main Conference Room
925 West Ottawa St.
Lansing, Michigan 48913
Tel: (517) 373-4839

Lodging Location:

Fairfield Inn & Suites
3320 Preyde Blvd.
Lansing, Michigan 48912
Tel: (517) 374-6500

<http://www.marriott.com/hotels/travel/landt-fairfield-inn-and-suites-lansing-at-eastwood/>

**Please include the Child Protection Mediation
Training Application with this Form**

**Registration materials WILL NOT be accepted without Center Director signature and
Priority Ranking Code**