

## ATTENDANCE GUIDELINES

Trainings sponsored by the CCAP Insurance Programs are designed for and open to Pennsylvania counties, county-related entities (CREs) and PELICAN Subscribers. One or more Insurance Programs sponsor each workshop. Member and nonmember fees are determined by whether or not the attendee's employer is covered by the sponsoring program. Attendees may be elected or appointed officials and employees of Pennsylvania's counties or CREs. Third-party contracted employees working directly for a county or CRE, and anyone employed by an entity that is a member of one of CCAP's affiliate associations, are also welcome to attend. However, nonmember registration fees will apply if the attendee is from an entity that is not covered by the sponsoring program.

**REGISTER TODAY**  
***[www.pacounties.org](http://www.pacounties.org)***



## REGISTRATION FEES

Trainings hosted by CCAP Insurance Programs are sponsored by one or more of the following programs: PCoRP, PComp, UC Trust, PELICAN and the Academy for Excellence in County Government. All trainings are FREE to members of the training's sponsoring program(s). There will be a nominal registration fee for nonmembers.

## CANCELLATION REQUESTS

If for any reason you need to cancel a registration, please notify Linda Rosito at (717) 736-4728 as soon as possible. Notice of three business days is preferred. Those who do not cancel with at least three days notice, or who do not show, will be invoiced.

## ACCESSIBILITY AND ACCOMMODATIONS

In accordance with the Americans with Disabilities Act, CCAP endeavors to hold events at locations that are accessible. Please notify us of anything needed to fully participate in the trainings as far in advance of the meeting as possible.

## SPECIAL REQUESTS

If you have a specific dietary restriction or an allergy that we should be aware of, please indicate such when registering for the training. For precaution, please also email Linda Rosito at [lrosito@pacounties.org](mailto:lrosito@pacounties.org) and so that we can accommodate your request.

## ELECTRONIC COURTESY

As a courtesy to all attendees and speakers, we appreciate your cooperation by putting all mobile and electronic devices on the "silent mode." We realize this is sometimes difficult, but ringing phones and the use of tablets and computer (beyond note taking) is disruptive to other attendees and discourteous to the speaker. Please limit technology use to break times.

## DRESS

Attire for all trainings is business casual. Please note that hotel air conditioning and heating systems can vary greatly. Consider dressing in layers.