Georgia Department of Revenue Local Government Services Division presents the

Current Ad Valorem Edicts and Trends (CAVEAT)

ANNUAL TRAINING PROGRAM

May 21–23, 2019

University of Georgia Center for Continuing Education and Hotel
1197 South Lumpkin Street
Athens, Georgia 30602-3603
GENERAL INFORMATION

The 20-hour course, recommended by the Department of Revenue for county tax officials, focuses on legal and economic changes faced by assessors and appraisers. The program offers analysis of recent ad valorem taxation laws that have been passed, defeated, or interpreted by the courts. Presentations by attorneys, legislators, and appraisal experts provide tax officials with the latest information on ad valorem tax matters and Department of Revenue policy changes.

LOCATION

The 2019 conference will be held at the University of Georgia Center for Continuing Education and Hotel at 1197 South Lumpkin Street, Athens, GA 30602. For directions, please visit the conference center’s web site at www.georgiacenter.uga.edu.

REGISTRATION FEE AND DEADLINE

The registration fee for the May 21–23, 2019, CAVEAT conference is $315.00. Registration deadline is 5:00 p.m., May 3, 2019. Mailed forms must be received by May 3, 2019.

The registration fee includes the following meals: breakfast on Tuesday, Wednesday, and Thursday; lunch on Tuesday and Wednesday; and refreshment breaks each day. Dinner is on your own each day.

REGISTRATION

The CAVEAT conference has grown over the past few years and we have struggled to find the best method of presenting the information to a large crowd while providing a great experience in comfort and presentation delivery. Last year we used technology to live stream the sessions from Mahler into Masters, well this year, we are doing something different – both meeting rooms will have presenters.

We will utilize both of the auditoriums (Mahler Auditorium and Masters Hall) for all sessions. You have your choice as which room you wish to sit. We will start Tuesday morning off with the prayer and pledge of allegiance to the flag, an introduction of the Department of Revenue staff, along with announcements for the conference participants. The two sessions scheduled for the morning session will include “Legislative Updates and Court Decisions” and “QTP.” The first presentation for the participants in Mahler Auditorium will be “QTP” followed by “Legislative Updates and Court Decisions” after the morning break. The first presentation for the participants in Masters Hall will be “Legislative Updates and Court Decisions” followed by “QTP” after the morning break. Space in both rooms will be first come.

As in the past, both rooms will be used for the break-out sessions on Tuesday afternoon and Wednesday. On Thursday for the closing general session, we will again utilize both auditoriums with presenters in both rooms. We will start off with “Announcements” and “Vendor Introductions.” The next session topic has not been determined at this time, but presenters will be in both rooms bringing you the same presentation. After the morning break the topic “Digest Submission 2019” will be presented by Local Government Services staff from the Department of Revenue. There will be staff in both rooms to assist with the registration forms for credit and evaluations.

We hope that you will enjoy the new set up for this year. We have heard you and have read the comments from the evaluations and are striving to make adjustments where we can to accommodate the increasing attendance. Next year, the CAVEAT conference will be held at the Classic Center, May 12–14, 2020.

Register Early – deadline for registration is May 3, 2019 – forms must be received by this date.

1. Please register online by visiting the Carl Vinson Institute of Government website at www.cviog.uga.edu/caveat and pay by credit card (the only option online, which is the preferred method). If you have registered online in the past, use your password to access your records, if not please follow the instructions on this page to request a password (if you have attended CAVEAT or Short Course in the past, then you already have a record in this database – DO NOT CREATE ANOTHER RECORD, if you have forgotten your password then use the option – forgot password to have another sent, if you are attending for the first time then you can create a record for yourself including setting up a password.
2. If you are unable to register and pay online by credit card, please print the “register by mail” form. Mail the completed form with the payment enclosed to the address located at the top right of the form. We cannot accept credit card payments through the mail; payment by credit card must be processed through the online option.

3. Payment of fees must be received before a seat at the conference or in a break-out session can be confirmed.

4. An enrollment confirmation for individuals with payment through the mail will be sent to the email address listed on the registration form. An enrollment confirmation for individuals who have registered online is automatically sent via email to the individual as soon as the transaction is completed. You should receive a payment confirmation and the enrollment confirmation is included in the body of the payment confirmation. If you do not receive within a few minutes of completing your transaction online – check your spam or junk email folders.

CANCELLATION POLICY
Written notice of cancellation must be postmarked/dated no later than April 26, 2019 to receive a full refund of registration fees. Written requests postmarked/dated between April 27 and May 3 will be assessed a 25% administrative fee, and requests postmarked/dated after May 3 are not eligible for a refund. Registrants who fail to attend, cancel, or send a substitute are liable for the full registration fee. Substitution of participant is encouraged over cancellation. To cancel registration or send a substitute, please send notification to Jean Lord at lordj@uga.edu, via fax at (706) 542-2176, or mail to Carl Vinson Institute of Government, University of Georgia, 201 N. Milledge Avenue, Athens, GA 30602-5482.

EARLY CONFERENCE CHECK-IN
Early conference check-in for those participants who have pre-registered for the conference will be held at the Georgia Center from 5:00 p.m. until 7:00 p.m. on Monday, May 20. Conference check-in for participants who are unable to check-in on Monday will be on Tuesday, May 21, beginning at 7:00 a.m.

PARKING
Parking is available in the South Campus Parking Deck, which is adjacent to the Georgia Center, for $10.00 per day. Parking passes for the desired number of days may be purchased at the South Campus Parking Deck office for individuals not staying at the Georgia Center. Parking fees for lodging guests of the University of Georgia Center for Continuing Education and Hotel are already included in their lodging fee.

LODGING
If you require lodging, please contact one of the hotels listed below to secure accommodations. Each facility has complimentary internet service and can provide details concerning wireless/Ethernet capabilities along with parking fees and directions.

The University of Georgia Center for Continuing Education and Hotel is the conference site, and lodging is limited; please call early for a reservation. The Georgia Center is a 100% smoke-free facility. Currently, the block of rooms at the Georgia Center is fully booked. Please choose an alternate hotel for lodging. You may check intermittently with the Georgia Center Hotel for cancellations.
HOTEL INFORMATION

Lodging reservations open on February 13, 2019 at 10:00 a.m.

**UGA Center for Continuing Education and Hotel** (135 rooms) 706-542-2134 or 800-884-1381
1197 S. Lumpkin Street, Athens, GA 30602 (block code 88206)
Lodging rate: begins at $104, parking included in lodging rate
[Make a reservation online by clicking here](#)

These overflow lodging facilities will begin accepting reservations as of February 13, 2019. Group block and rates will be available until April 16, 2019

*You are responsible for your own transportation to and from the UGA Center for Continuing Education and Hotel. Parking fees in the South Campus parking deck are $10 daily.*

**Graduate Athens** (45 rooms) 706-549-7020
295 E. Dougherty Street, Athens, GA 30601 (Group Code: DE0520)
Lodging rate: $103, $5 state transportation fee per night and complimentary parking
[Make a reservation online by clicking here](#)

**Hilton Garden Inn** (50 rooms) 706-353-6800
390 East Washington Street, Athens, GA 30601 (Group Code: 00CAV)
Lodging rate: $149, $5 state transportation fee and $9.95 parking per night
[Make a reservation online by clicking here](#)

**Holiday Inn** (50 rooms) 706-549-4433
197 E. Broad Street, Athens, GA 30601 (Group code: CAV)
Lodging rate: $104, $5 state transportation fee per night and complimentary parking
[Make a reservation online by clicking here](#)

**Hotel Indigo** (10 rooms) 1-866-808-1483
500 College Avenue, Athens, GA 30601 (Reference UGA Carl Vinson CAVEAT group)
Lodging rate: $129, $5 state transportation fee and $10 parking per night
[Make a reservation online by clicking here](#)

**Homewood Suites** (45 rooms) 1-800-445-8667
750 East Broad, Athens, GA 30601 (Group code: CAVEAT)
Lodging rate: $129, $5 state transportation fee and $15 parking per night
[Make a reservation online by clicking here](#)

**SpringHill Suites Downtown** (50 rooms) 706-850-2072 or 1-833-854-9571
220 S. Hull, Athens, GA 30601 (Group code: CVT)
Lodging rate: $144, $5 state transportation fee and $10 parking per night
[Make a reservation online by clicking here](#)

* Group block and rates will be available until 4/16/18

**TAX EXEMPTION**

In order to be exempt from state sales tax, a state, city, or county check or credit card must be presented upon check-in along with your state, city, or county tax exemption certificate displaying your tax exemption number. Each attendee/guest must present a hotel/motel excise tax form at time of check-in to avoid payment of those taxes.

For more information, please contact Jean Lord at lordj@uga.edu or (706) 542-9534.
EXHIBITOR INFORMATION

DEAR EXHIBITOR:
Below is exhibitor/vendor information for the upcoming CAVEAT conference to be held at the University of Georgia Center for Continuing Education and Hotel. I hope that you will take this opportunity to visit with our participants in an educational setting. The assessors and appraisers value your knowledge, services, support, and the understanding you provide to enhance their professional lives.

Representatives will have access to conference participants before and after classes and during breaks and lunch. Please plan to have your exhibit set up by **8:00 a.m. on Tuesday, May 21, 2019**.

You may begin setting up your exhibit on Monday between the hours of 5:00 p.m.–7:00 p.m. Table top exhibit spaces are available on a first come first serve basis. Due to the number of conference participants and exhibitors anticipated, there will be exhibits in the Hill Atrium and Pecan Tree Galleria. Refreshment breaks will be available in both areas as well.

REGISTRATION
To exhibit at the conference, please register online at: [www.cviog.uga.edu/caveat](http://www.cviog.uga.edu/caveat)

Online registration provides the opportunity for a company representative to register and pay fees via credit card for one or more representatives. Fee selections include:
- $400.00 for exhibit space, one representative (includes all meals for each representative)
- $565.00 for exhibit space, two representatives (includes all meals for each representative)
- $730.00 for exhibit space, three representatives (includes all meals for each representative)
- $895.00 for exhibit space, four representatives (includes all meals for each representative)

EXHIBITOR/VENDOR SETUP
1. Please register online by visiting the Carl Vinson Institute of Government website at [www.cviog.uga.edu/caveat](http://www.cviog.uga.edu/caveat) and pay by credit card (the only option online, which is the preferred method). You will be prompted to request a password to access the online registration system. Once you have received the password, you can view and update your profile and register for the conference.
2. If you are unable to register online and pay by credit card, please print the vendor registration form, and mail the completed form with a check to the address listed on the registration form. We cannot accept credit card payments through the mail; payment by credit card is only available online and is the preferred method.
3. Payment of fees must be received before space can be confirmed.
4. Confirmation will be sent to the email address listed on the vendor registration form.
5. Mailed forms must be received by **May 3, 2019**. After this date, please call to check on availability of exhibit spaces.
6. Your exhibitor fee includes a 3’ x 6’ draped and skirted table, two chairs, 110/60Hz Electricity, and all meals for each representative covered in the registration fee paid.
7. Unloading your exhibit: Please use the entrance on Cedar Street (the street between the South Campus Parking Deck and the Georgia Center) to unload your exhibit. Unloading at the hotel front circle is **not allowed**.
8. All exhibits and displays must be directly related to and supportive of the conference and appropriate to the overall mission of the Current Ad Valorem Edicts and Trends (CAVEAT) session and The Carl Vinson Institute of Government. We reserve the right to refuse space to any organization or activity deemed inappropriate for the conference mission. Any activity involving an open flame or heat is prohibited. Organizations may advertise and sell products or services in the exhibit/display area only to participants attending the event. No advertising or selling is permitted to the general public.
9. Directions for the University of Georgia Center for Continuing Education and Hotel are readily available online at: [www.georgiacenter.uga.edu/uga-hotel/directions-and-parking](http://www.georgiacenter.uga.edu/uga-hotel/directions-and-parking).

10. The University of Georgia Parking Services coordinates all parking on campus. If you park illegally, you may be ticketed or towed. The University of Georgia Center for Continuing Education and Hotel is not responsible for any ticketing or towing charges assessed. For more information, contact UGA Parking Services at 706-542-7275 or the Georgia Center Hotel Desk at 706-548-2111.

11. Exhibits may be set up on **Monday, May 20, 2019 from 5:00–7:00 p.m.**

12. Representatives may pick up their name tag(s) at the Conference Registration Desk, located on the first floor of the Georgia Center on **Monday, May 20, 2019 from 5:00–7:00 p.m.**

13. Please plan to dismantle your exhibit by **12:00 p.m. on Thursday, May 23, 2019.**

14. The University of Georgia Center for Continuing Education and Hotel does not have permanent, reserved secure space for storing exhibits and displays. Representatives should plan to bring all items with them. However, in the event it is necessary to ship items to the UGA Hotel and Conference Center, please ship at such a date that items arrive no earlier than one business day (**May 20, 2019**) prior to the event. Please use this address: **c/o Alex Ligon, Suite 298/CAVEAT #88206/The Georgia Center**, The University of Georgia’s Conference Center and Hotel, 1197 S. Lumpkin Street, Athens GA 30602. If return shipping is necessary, representatives must sufficiently arrange these details on their own so that items can be picked up from the Georgia Center’s UGA Hotel and Conference Center as soon as feasible upon conclusion of the event. The mailroom must have all outgoing shipments by 3:00 p.m. on weekdays in order to guarantee shipment on that same date. The Georgia Center’s UGA Hotel and Conference Center and the Carl Vinson Institute of Government assumes no liability for items and materials that are lost or damaged while at the UGA Hotel and Conference Center.

Displays that are over the 6–foot limit will not be allowed unless you purchase two vendor spaces in advance. **NO ONSITE EXCEPTIONS WILL BE MADE.**

Exhibitors/vendors will have access to conference participants before and after classes and during breaks and lunch. Your vendor fee includes all meals.
TUESDAY P.M. SESSION BREAK-OUT SESSIONS

ASSESSOR HOT TOPICS
Assessor Hot Topics is a presentation for assessors which deals with pertinent issues relating to procedural problems discovered during the 3-year digest review cycle performed by the Compliance Specialist and specific statewide findings from past Performance Reviews and planning and budgeting for revaluations performed either in house or contracting with vendors.

The presentation will contain in-depth discussions regarding compliance with Georgia Statutes and regulations annotated in the digest review questionnaire submitted by DOR to the county. Other discussion will involve pertinent findings found in past performance reviews. Also, there will be in-depth discussions for planning and budgeting for revaluations.

IDENTIFICATION AND VALUATION OF INTANGIBLE ASSETS – PART 1
This session will address the Real Estate Appraisal Methodology – Relationship and Definition of Asset Types.

WEDNESDAY BREAK-OUT COURSE SESSIONS

Preregister for one AM session and one PM session

BONA FIDE! (225 seats available per session)
This portion of the session provides an overview of pertinent statutes that must be considered by assessors when approving applications for exemptions and covenants available to property owners. Topics covered include qualification examples and significant changes in related statutes over the past few years. Recent changes to the Forest Protection Act of 2008, particularly the covenant terms and new procedures for managing the new base value used to determine the amount of any reimbursement grant along with suggestions to retain the old base value pending audits through 2018 digest year.

IDENTIFICATION AND VALUATION OF INTANGIBLE ASSETS – PART 2 (175 seats available)
This session will address the Business Appraisal Methodology – Valuation Methods for Intangible Assets.

HUMAN RESOURCE ISSUES IN THE WORKPLACE (75 seats available per session)
While the human resources department is responsible for the benefits, salary administration, recruitment, selection, and overall training of employees, the tax assessors’ office manages direct-reports and works with a variety of employees in the organization. This course provides a solid understanding of the interview and hiring processes, employee performance appraisals, and basic legal issues related to government employment.

OUT OF THE GRAY (175 seats available)
Four-hour roundtable question and answer session addressing unique appraisal and administrative questions within the assessment office. DOR personnel and legal professionals will lead the discussion.

TEAM DEVELOPMENT (70 seats available per session)
Managers and supervisors will become versed in the appropriate uses of teams in the workplace. In understanding how to promote cooperation, trust and cohesiveness, they will be better able to advance the goals of the organization. Participants will be exposed to current literature and best practices concerning the successful development of teams and become comfortable giving other team members feedback.
CONFERENCE AGENDA

Monday, May 20
5:00 p.m.—7:00 p.m.  Early Conference Registration
Conference Registration Desk, 1st Floor
5:00 p.m. –7:00 p.m.  Exhibitor Set Up
Hill Atrium and Pecan Tree Galleria, 1st Floor

Tuesday, May 21
7:00 a.m.—8:00 a.m.  Conference Registration
Conference Registration Desk, 1st Floor
7:00 a.m.—8:00 a.m.  Breakfast
Magnolia Ballrooms, 1st Floor
8:00 a.m.—8:30 a.m.  Opening Session
Welcome and Announcements
(sessions will be held in Mahler Auditorium and Masters Hall – choose either room)
(not live streaming – presenters will be in both rooms)
• Prayer and Pledge of Allegiance to the Flag
• Ellen Mills, Director, Local Government Services Division, Georgia Department of Revenue
• Jean Lord, Event Manager, Governmental Training, Education and Development, Carl Vinson Institute of Government, University of Georgia
8:30 a.m.—12:00 p.m.  General Session (All participants)
• Legislative Updates/Court Decisions
• QTP (detailed presentation)
10:00 a.m.—10:15 a.m.  Refreshment Break
Hill Atrium and Pecan Tree Galleria, 1st Floor
12:00 p.m.—1:00 p.m.  Lunch
Magnolia Ballrooms & Dogwood Room, 1st Floor
1:00 p.m.—5:00 p.m.  Afternoon Break-out sessions
• Assessor Hot Topics, Mahler Auditorium
• Identification & Valuation of Intangible Assets – Part I, Masters Hall
2:30 p.m.—2:45 p.m.  Refreshment Break
Hill Atrium and Pecan Tree Galleria, 1st Floor
**Wednesday, May 22**

7:00 a.m.-8:00 a.m. **Breakfast**  
Magnolia Ballrooms, 1st Floor  

8:00 a.m.-12:00 p.m. **CONCURRENT MORNING SESSIONS**  
- **Bona Fide!**  
  Mahler Auditorium, 1st Floor  
- **Human Resources Issues in the Workplace**  
  TBA  
- **Identification & Valuation of Intangible Assets – Part 2**  
  Masters Hall, 1st Floor  
- **Team Development**  
  TBA  

10:00 a.m.-10:15 a.m. **Refreshment Break**  
Hill Atrium and Pecan Tree Galleria, 1st Floor  

12:00 p.m. – 1:00 p.m. **Lunch**  
Magnolia Ballrooms & Dogwood Room, 1st Floor  

1:00 p.m.-5:00 p.m. **CONCURRENT AFTERNOON SESSIONS (REPEATED FROM MORNING)**  
- **Bona Fide!**  
  Mahler Auditorium, 1st Floor  
- **Human Resources Issues in the Workplace**  
  TBA  
- **Identification & Valuation of Intangible Assets – Part 2**  
  Masters Hall, 1st Floor  
- **Team Development**  
  TBA  

2:45 p.m. – 3:00 p.m. **Refreshment Break**  
Hill Atrium and Pecan Tree Galleria, 1st Floor  

**Thursday, May 23**

7:00 a.m.-8:00 a.m. **Breakfast**  
Magnolia Ballrooms, 1st Floor  

8:00 a.m.-11:45 a.m. **General Session (All participants)**  
(sessions will be held in Mahler Auditorium and Masters Hall – choose either room)  
(not live streaming – presenters will be in both rooms)  
- **Staff Updates**  
- **Vendor Introductions**  
- **Topic – tbd**  
- **Digest Submission 2019**  

10:15 a.m.-10:30 a.m. **Refreshment Break**  
Hill Atrium and Pecan Tree Galleria, 1st Floor  

11:45 a.m.-12:00 p.m. **Complete Yellow Registration/DOR evaluation sheet**