SCOPE
The conference provides Georgia Local Government Personnel Association members the opportunity to improve technical proficiencies, build managerial skills, and exchange information with peers in an informal, but professional, setting.

PARTICIPANT RECOGNITION
Participants are awarded Continuing Education Units (CEUs), which are on record at the University of Georgia’s Carl Vinson Institute of Government. One unit per ten hours of instruction is awarded, with decimal units given for less than ten hours. For instructions on how to access your CEU transcript for classes taken through Carl Vinson Institute of Government, go to http://www.cviog.uga.edu/trainingrecords.

REGISTRATION
The full conference fee of $245.00 includes instructional costs, materials, and two full days of training for registered attendees. The one-day fee of $123.00 includes instructional costs and materials for one full day of training.

Please register online by visiting the Carl Vinson Institute of Government website at http://www.cviog.uga.edu/glgpa and pay by credit card. You may be prompted to request a password to access the online registration system. Once you receive the password, you can view or update your profile, and register for the conference.

If you are unable to register online and pay by credit card, please print the registration form, complete it, and mail 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 available only via the online method.

Payment of fees must be received before your conference enrollment can be confirmed. Confirmation is sent to the address listed on the registration form.

LODGING
Governor Nathan Deal signed a transportation bill on Monday, May 4, 2015, that will affect your lodging reservation during the conference. The new bill creates a statewide fee of $5.00 per night per room on all hotel lodging rooms, effective as of July 1, 2015. This fee is not tax exempt.

A block of rooms has been reserved at Homewood Suites I-85 Lawrenceville-Duluth, 1775 North Brown Road, Lawrenceville, GA 30043. Make your room reservation directly at 1-770-277-1243. The rate for single/double guest rooms is $119.00 plus state and local taxes. The room block will close on February 05, 2019. When you make your reservation, be sure to mention Reference: GLGPA. Check-in is at 4:00 p.m.; checkout is at 12:00 p.m.

For exemption of state sales tax, you must pay with a state, city, or county government check and at check-in present a state, city, or county government tax exemption certificate that includes the respective tax exemption number. To be exempt from hotel/motel excise tax, please present a hotel/motel exemption form at check-in.

CANCELLATION AND REFUND POLICY
Written notice of cancellation must be postmarked/dated no later than February 4, 2019 to receive a full refund of registration fees. Written requests postmarked/dated between February 5 and February 12 will be assessed a 25% administrative fee, and requests postmarked/dated after February 12 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 by email Precious Cooper at pcooper@uga.edu or by mail to her at Carl Vinson Institute of Government, University of Georgia, 201 N. Milledge Avenue, Athens, GA 30602-5482.
### LOCATION
The 2019 GLGPA mid-year training session will be held at the **University of Georgia Gwinnett Campus, 2530 Sever Road, Lawrenceville, Georgia 30043**. For directions, please visit their website at [https://gwinnett.uga.edu/](https://gwinnett.uga.edu/) for information.

### SPECIAL NEEDS
If you require special services, please contact Precious Cooper at [pcooper@uga.edu](mailto:pcooper@uga.edu) or (706) 542-0402.

### CONFERENCE INFORMATION
If you have questions concerning your courses or progress in the certificate program, contact:
Precious Cooper – conference logistics
Carl Vinson Institute of Government
(706) 542-0402 or [pcooper@uga.edu](mailto:pcooper@uga.edu)

### AGENDA

#### Wednesday, February 27, 2019
9:00 am – 4:00 pm

<table>
<thead>
<tr>
<th>Record and Technology</th>
<th>Level I (6 hours)</th>
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**Toward Diversity in the Workplace**

Level 1 (6 hours)

**TBD**

**Employee Recruitment and Selection**

Level 1 (6 hours)

**TBD**

**Components of Budgeting**

Level 1 (6 hours)

**TBD**

#### Thursday, February 28, 2019
9:00 am – 4:00 pm

**Employee Rewards (Total Compensation)**

Level I (6 hours)

**TBD**

**The Legal Environment of Human Resource Management**

Level 1 (6 hours)

**TBD**

**Job Analysis for Training, Testing and Promotional Assessments**

Level I (6 hours)

**TBD**

**Managing Risk and Controlling Loss**

Level 1 (6 hours)

**TBD**