Georgia Department of Revenue Local Government Services Division presents the

Current Ad Valorem Edicts and Trends (CAVEAT)

ANNUAL TRAINING PROGRAM

May 15-17, 2018

The Georgia Center’s UGA Hotel and Conference Center
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 2018 conference will be held at the Georgia Center’s UGA Hotel and Conference Center 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 15–17, 2018, CAVEAT conference is $299.00. Registration deadline is 5:00 p.m., April 27, 2018.

REGISTRATION

Registration is limited to the first 475 county registrants this year due to space limitations. Please register early to ensure your ability to attend this conference. Once we have received the limit, we cannot accept any additional registrations and registrations and payments will be returned.

If you are unable to attend CAVEAT due to the space limitations, a CAVEAT session will be available at the Annual Short Course Assessment conference in November. The conference will be held at The Lodge and Spa at Callaway Gardens. We hope to have the registration available for the Short Course conference around the first of July.

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). 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 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.

3. Payment of fees must be received before space can be confirmed.

4. Confirmation will be sent to the email address listed on the registration form.

CANCELLATION POLICY

Written notice of cancellation must be postmarked/dated no later than April 20, 2018 to receive a full refund of registration fees. Written requests postmarked/dated between April 21 and April 27 will be assessed a 25% administrative fee, and requests postmarked/dated after April 27 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 14. Conference check-in for participants who are unable to check-in on Monday will be on Tuesday, May 15, 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 Georgia Center’s UGA Hotel and Conference Center 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 Georgia Center’s UGA Hotel and Conference Center 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**
Contact the **Georgia Center** at 706-542-2134 or 800-884-1381. Address: 1197 S. Lumpkin Street, Athens, GA 30602 (reference hotel block code 87265)
Make a reservation online by clicking here.

**Graduate Athens** – 706-549-7020. Address: 295 E. Dougherty Street, Athens, GA 30601 (Group Code: DE0514)
You will be responsible for your own transportation to and from the Georgia Center.
Make a reservation online by clicking here.

**Hotel Indigo** – 706-546-0430 or 1-866-808-1483. Address: 500 College Avenue, Athens, GA 30601 (Reference CAVEAT 2018 block code CAV)
You will be responsible for your own transportation to and from the Georgia Center.
Make a reservation online by clicking here.
Click “book now” and enter requested dates between check-in 5/14/18 to check-out 5/17/18.

**Hilton Garden Inn** – 706-353-6800. Address: 390 East Washington Street, Athens, GA 30601 (Group Code: 00UCC)
You will be responsible for your own transportation to and from the Georgia Center.
Make a reservation online by clicking here.

**Holiday Inn** – 706-549-4433. Address: 197 E. Broad Street, Athens, GA 30601 (Group code: CAV)
You will be responsible for your own transportation to and from the Georgia Center.
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 Georgia Center’s UGA Hotel and Conference Center. 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.

Please plan to have your exhibit set up by 8:00 a.m. on Tuesday, May 15, 2018.

REGISTRATION
To exhibit at the conference, please register online at: 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 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. Postmark deadline for exhibitor registration is “April 27, 2018.” 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.

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 Georgia Center’s UGA Hotel and Conference Center are readily available online at: 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 Georgia Center’s UGA Hotel and Conference Center 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 14, 2018 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 14, 2018 from 5:00–7:00 p.m.**

13. Please plan to dismantle your exhibit by **12:00 p.m. on Thursday, May 17, 2018.**

14. The Georgia Center’s UGA Hotel and Conference Center 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 14, 2018) prior to the event. Please use this address: c/o Alex Ligon, Suite 298/CAVEAT #87265/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. BREAK-OUT SESSIONS

ASSESSMENT ADMINISTRATION
This four hour session will focus on the administrative issues facing assessors and chief appraisers in the assessment process.

APPRAISAL HOT TOPICS
A four hour overview of appraisal methodology and valuation issues which addresses each approach to value.

WEDNESDAY BREAK-OUT SESSIONS

Preregister for one AM session and one PM session

PERSONAL PROPERTY
This session is a four-hour review of the discovery, appraisal and audit of personal property. Recent changes to Freeport exemption and the Freeport Application form will also be covered.

EXEMPTIONS
This session is a discussion of the state homestead exemptions, including veteran’s exemption. Also reviewed are the types and qualification requirements of tax exempt properties.

OUT OF THE GRAY TAX ISSUES
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.

PROJECT MANAGEMENT
Appraisers and Assessors will enhance their decision-making strategies by adopting quantitative and qualitative techniques to evaluate alternatives and recommend the best choice. They will conduct a task analysis in order to generate a network diagram, Gantt chart, and Risk Analysis. Given project tasks, cost data, and resource information, they will analyze all resource conflicts and develop the project budget and follow the project from implementation to completion.
CONFERENCE AGENDA

**Monday, May 14**

5:00 p.m. – 7:00 p.m.  
**Early Conference Registration**  
Location: Conference Registration Desk, 1st Floor

5:00 p.m. – 7:00 p.m.  
**Exhibitor Set Up**  
Location: Hill Atrium, 1st Floor

**Tuesday, May 15**

7:00 a.m. – 8:00 a.m.  
**Conference Registration**  
Location: Conference Registration Desk, 1st Floor

8:00 a.m. – 8:30 a.m.  
**Opening Session, Welcome and Announcements**  
Location: Mahler Auditorium, 1st Floor  
**Prayer and Pledge of Allegiance to the Flag**  
Jean Lord, Event Manager, Governmental Training, Education and Development, Carl Vinson Institute of Government, University of Georgia  
Ellen Mills, Director, Local Government Services Division, Georgia Department of Revenue  
John Scott, Executive Director, Georgia Association of Assessing Officials

8:30 a.m. – 12:00 p.m.  
**General Session (All participants)**  
Presentations on Legislative Updates/Court Decisions  
Location: Mahler Auditorium, 1st Floor

10:00 a.m. – 10:15 a.m.  
**Refreshment Break**  
Hill Atrium, 1st Floor

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

1:00 p.m. – 5:00 p.m.  
**Break-out Sessions in Mahler Auditorium and Masters Hall**  
Assessment Administration  
Appraisal Hot Topics

2:30 p.m. – 2:45 p.m.  
**Refreshment Break**  
Hill Atrium, 1st Floor
Wednesday, May 16

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

8:00 a.m.-12:00 p.m. Concurrent Sessions
• Personal Property
  Location: Mahler Auditorium, 1st Floor
• Exemptions
  Location: Masters Hall, 1st Floor
• Out of the Gray
  Location: K and L, 2nd Floor
• Project Management
  Location: Room Q, 2nd Floor

10:00 a.m.-10:15 a.m. Refreshment Break
Location: Hill Atrium, 1st Floor

12:00 p.m.-1:00 p.m. Lunch
Location: Magnolia Ballrooms, 1st Floor

1:00 p.m.-5:00 p.m. Concurrent Sessions
• Personal Property (repeated)
  Location: Mahler Auditorium, 1st Floor
• Exemptions (repeated)
  Location: Masters Hall, 1st Floor
• Out of the Gray (repeated)
  Location: K and L, 2nd Floor
• Project Management (repeated)
  Location: Room Q, 2nd Floor

2:45 p.m.-3:00 p.m. Refreshment Break
Location: Hill Atrium, 1st Floor

Thursday, May 17

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

8:00 a.m.-11:45 a.m. Legislative Updates/Court Decisions (All participants)
Location: Mahler Auditorium and Masters Hall, 1st Floor

10:15 a.m.-10:30 a.m. Refreshment Break
Location: Hill Atrium, 1st Floor

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