

Class Schedule and Information

Day One **Registration & Continental Breakfast: 9:00 to 10:00 a.m.**
Class begins at 10:00 a.m. and ends around 5:00 p.m.

Day Two **Class Begins: 8:45 a.m. (subject to change on Day One)**
Exam will start after lunch (3 Hours; Open Book)

What to Bring to Class: Several #2 Pencils
 Assorted Highlighters
 Post-it and/or Sticky Notes

Grades: Grades are posted on line--usually within 10 days of end of class.

If you are **not** enrolled in the TAV certification program administered by the Cooper Center for Public Service at the University of Virginia, you must fill out a an enrollment form to view your grade on-line. You can download the form at the Cooper Center web site: www.coopercenter.org and click on *Certification Programs* and then download the *Enrollment Form*.

Otherwise to check your grade, please call Beth Watson Bennett at the Center at 434-982-2144 and she can tell you your grade.

Meeting Location

The **Roanoke County Public Library – Vinton Branch** is located at **300 S. Pollard Street** in **Vinton, VA 24179**. 540-857-5043

You can find maps to the library at this website:

<http://www.roanokecountyva.gov/facilities.aspx?page=detail&rid=45&MOBILE=ON>

If you are staying at the **SpringHill Suites**, the hotel will offer a free shuttle from the hotel to the Vinton Library. They will drop off and pick up. See schedule on next page.

If you are commuting, there is plenty of free parking at the library.

Hotel Information

SpringHill Suites by Marriott

301 Reserve Avenue
Roanoke, VA 24016
540-400-6226

Room Block Name	Treasurers' Association – Delinquent Collections
Cut-off Date	21 September 2018
Room Rate	\$107 single/double
Hotel Amenities	free Wi-Fi, fitness center, indoor pool
Parking	Free
Shuttle	Free shuttle between hotel and Vinton Public Library Shuttle will leave the hotel at 8:00 a.m. each day.
Cancellation Policy	48 Hours

Hotel has only a limited number of doubles, so if you need a double room, reserve one today.

Only a limited a rooms have been blocked. If you try and they are full, contact AI at aws@virginia and he can have them add more rooms to the block.

Directions

I-81 to 581 7 miles to Wonju Exit - straight to 1st traffic light - turn left - go to second traffic light and turn right on Reserve Avenue. Hotel is on the left.

Other hotel amenities can be found at their website:

<https://bit.ly/2ORuFNP>