AUTHORIZED BY:  
SDSD Administrator/Deputy/Assistant Administrator  
INFORMATION MEMORANDUM  
SDSD-IM-00-83  
Date: August 10, 2000  

TO:  
SDSD District and Unit Manager  
AAA Directors  

SUBJECT:  
The 2000 Annual Conference - O4AD & OASC  
Staying on Track - Getting There Together  
Valley River Inn, Eugene  

DATES:  
October 2 - Intensives a.m., Workshops p.m., OASC General Meeting  
October 3- All day workshops, lunch/speaker  
October 4- Workshops a.m., lunch/speaker  

Registration authorized by this IM must be received not later than September 16, 2000  

INFORMATION:  

Overview  
This IM releases information about the registration for the above training conference. It identifies the number of registration slots to be paid by SDSD Employee Development and Training and allocates their distribution. It also describes the procedure for registering attendees who will be using these slots.  

This memo distinguishes for AAA and SDSD staff between registration using an SDSD “slot” and registration through payment from the local unit’s cost code or through private payment, and clarifies that the SDSD “slot” covers registration only. Per diem costs for any required travel, lodging, or meals not provided at the conference are at the expense of the local unit or the individual.
Cost

- October 2, 3, or 4 (single day price-includes lunch) $  89
- October 2, 3, 4 (conference only-includes 2 lunches) $199
- October 2, 3, 4 (conference & intensive session-includes 3 lunches) $239
- Attendant Meals $  50/day
- Late Registration Fee $  20

SDSD Registration Allocations

SDSD is allocating $10,000 in an equivalency of full registration for the conference at $239. Units may use this for one full conference registration, or a combination of days. The total for any office may not exceed the total funds allocated for that office.

Type A AAAs staff and/or advisory council members

<table>
<thead>
<tr>
<th>District</th>
<th>Region</th>
<th>Allocation</th>
</tr>
</thead>
<tbody>
<tr>
<td>District 2</td>
<td>(Columbia)</td>
<td>$239=1 full conference registrations</td>
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<tr>
<td>District 7</td>
<td>(North Bend)</td>
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<td>District 10</td>
<td>(Crook/Deschutes/Jefferson)</td>
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<td>District 11</td>
<td>(Klamath/Lake)</td>
<td>$239=1</td>
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<td>District 12</td>
<td>(Morrow/Umatilla)</td>
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<td>District 13</td>
<td>(Baker/Union/Wallowa)</td>
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<td>District 14</td>
<td>(Malheur)</td>
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<tr>
<td>District 14</td>
<td>(Harney)</td>
<td>$239=1</td>
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</table>

SDSD Central Office $717=3 full conference registrations

*Disability Services Advisory Council

Governor’s Commission on Senior Services $717=3 full conference registrations

Type B AAAs Contract staff and/or advisory council members

<table>
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<th>Allocation</th>
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<tbody>
<tr>
<td>District 1</td>
<td>(Clatsop/Tillamook)</td>
<td>$478=2 full conference registrations</td>
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<tr>
<td>District 2</td>
<td>(Washington)</td>
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<td>District 6</td>
<td>(Douglas)</td>
<td>$717=3</td>
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<td>District 8</td>
<td>(Jackson/Josephine)</td>
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<tr>
<td>District 9</td>
<td>(Hood River/Wheeler/ Sherman/Wasco/Gilliam)</td>
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MSO/DSO

<table>
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<tr>
<th>District</th>
<th>Allocation</th>
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<tbody>
<tr>
<td>Beaverton District</td>
<td>$717=3 full conference registrations</td>
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<td>Bend District</td>
<td>$478=2</td>
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<tr>
<td>Klamath District</td>
<td>$239=1</td>
</tr>
<tr>
<td>Coos Bay District</td>
<td>$478=2</td>
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<tr>
<td>Ontario District</td>
<td>$239=1</td>
</tr>
<tr>
<td>LaGrande District</td>
<td>$478=2</td>
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<tr>
<td>Pendleton District</td>
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<tr>
<td>Salem District</td>
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</table>
*The Disability Services Advisory Councils (DSAC’s) have been allocated registration slots. DSAC members are to contact (503) 945-5813 or 1-800-282-8096 voice/TTY to register.

Registration Procedures For SDSD Paid Slots

Copies of the O4AD Annual Conference brochure with registration form have been mailed by O4AD to each office. If additional copies are needed, please contact O4AD, (503) 463-5692 or Fax (503) 463-8715.

Each conference attendee must complete a separate registration (can be duplicated from the brochure). Please indicate the conference session(s) and write “SDSD paid slot” under total payment.

Mail completed registration forms to Lucille Pugh, Employee Development and Training, SDSD. Registration forms must be received by September 16 to avoid late registration fee. Do not send registration for SDSD slots to O4AD. If any office does not plan to use its allocated slots, please telephone Lucille Pugh (503-945-5834) by August 30 to release the slots. Also, call her if more SDSD slots can be used in case there are any slots available for reassignment.

Registration made by offices or units beyond the number of slots assigned by this IM should be sent with payment to O4AD, P.O. Box 12189, Salem, OR 97309

Meeting rooms have been set aside on Wednesday afternoon, October 4, for group meetings. No additional charges by O4AD will be made for such meetings. Separate information about OASC and DSAC meetings will be issued.

CONTACT PERSON: Lucille Pugh

CONTACT NUMBER: (503) 945-5834

FAX NUMBER: (503) 373-7902

c: Lucille Pugh
    Bill Fritz
    Jane-ellen Weidanz
    Jeanette Toninato
    Jacqueline Zimmer
04AD-OASC REGISTRATION FORM

Please complete one registration form for each individual.

Name: __________________________________________ Title/Position: ________________________________

Organization: __________________________________________________________

Address: __________________________________________ E-mail: ________________________________

City: ___________________________ State: ___________ Zip: ___________ Phone: ______________________

Conference October 2-4 — Check one workshop for each session

**Monday, Oct. 2**
Intensives 10 a.m. to 1 p.m.
- Best Friends
- Enhancing
- Nutrition
- Grant Writing

**Tuesday, Oct. 3**
Workshops 8:30 to 10 a.m.
- Do’s and Don’ts
- Computer Classes
- New Aging
- Chronic Disease

Workshops 10:20 to 11:50 a.m.
- Patients’ Rights
- Survive or Thrive
- Driving Study
- Age in Place

Lunch Speaker Noon

**Tuesday, Oct. 3**
Workshops 1:45 to 3:15 p.m.
- Advocacy 101
- Music for Life
- Older American Act
- Chinese Medicine

Workshops 3:45 to 5:15 p.m.
- Advanced Advocacy
- Newsletters
- Work Incentives
- Advance Directives

**Wednesday, Oct. 4**
Workshops 8:30 to 10 a.m.
- Cultural Competence
- Fun-Raising
- Blending Resources
- Natural Medicine

Workshops 10:30 a.m. to noon
- Legislative
- Ten Minute Marketing
- Transportation
- Forgiveness

- Yes, I plan on attending the Social & Silent Auction on Tuesday, 5:30 to 7:30 p.m. (no charge). Hors d’oeuvres and no host bar.

- Vegetarian meals requested.
To help us accommodate special needs relative to disabilities, please contact O4AD, (503) 463-8692 by September 1, 2000.
Attendant meals: $100 for all 3 days.

Register by September 18, 2000

Single Day Registration: Oct. 2 □ Oct. 3 □ Oct. 4 □ $89.00
(includes lunch)

Full Conference Registration (does not include Intensive) $199.00
(includes breakfasts and lunches Tuesday & Wednesday)

Conference plus Intensive $239.00
(includes breakfasts Tuesday & Wednesday; lunches all 3 days)

Attendant Meals: Oct. 2 □ Oct. 3 □ Oct. 4 □ $50.00 per day
Attendant Name: ______________________________________

Late fee for registration after September 18, 2000 $20.00

Send SDSD paid registrations to:
Lucille Pugh, SDSD Training
500 Summer St NE E04
Salem, OR 97301-1073
or via fax: (503) 373-7902

Total Payment $_________