Alta California Regional Center

Vendor Forum

Adult Day & Employment Program

Save the Date

Wednesday, January 25, 2017

ACRC will be hosting an Adult Day and Employment Program Vendor Forum. These forums are intended to share ideas and information, present updates on new laws and regulations, discuss best practices, present and share training ideas and opportunities, discuss any challenges and barriers, etc.

Time: 10:00 am to 11:30 am

Where: ACRC Brenda Smith Conference Room, 1st floor

Location: 2241 Harvard Street, Suite 100, Sacramento, CA 95815

Parking: Do not park in visitor's parking lot. Garage parking is available, but do not park in any reserved spaces.

Sign-Up: Please sign up early as space is limited. Click here to sign-up for the forum or go to www.altaregional.org. (See attached instructions to sign-up.)

Agenda Items: If you would like to submit an item to be added to the agenda please email Katherine Weston at kweston@altaregional.org or Cindy Le at cle@altaregional.org

If you are unable to sign up for any reason, contact Kozel Taft, Office Assistant 916-978-6291 at ktaft@altaregional.org.

Adult Day & Employment Program Vendor Forum

Sign-up instructions

1. Online registration accepted until January 18, 2017 or until the <u>session is full</u>.
2. Registration must be completed **ONLINE** through Alta's website as follows:
   - Click here or go to www.altaregional.org
   - On Alta's home page on top click on **"Service Providers."** Click on **"Vendor Forum"** click on **"Adult Day & Employment Program Vendor Forum".** The sign-up options will be displayed.
   - On the next screen select the **"Adult Day & Employment Program Vendor Forum".** <u>Each attendee needs to be registered separately.</u> **Limit 2 individuals per program.**
   - After you have selected the Forum session, click on "Register Selected Class"
   - The next screen provides an overview of the Forum you just selected. **Below that message you will see additional "Registration Information" you need to complete.**
   - <u>You must type in your first name, last name and phone number. Please include company name and email address. Click on "Register" to complete the process</u>
   - If you have completed the process successfully you will receive a message on the next screen. Click on "Done". If you have provided your email address you will later receive a confirmation email indicating you have successfully registered for the Forum.
   - <u>If you do not provide the correct information you will receive a screen that prompts you to return to the previous page to make the correction.</u> **NOTE:** <u>If you are unsuccessful in registering online your name will not appear on the registration list class. Please contact Kozel Taft at (916) 978-6291 with questions.</u>
   - Please send agenda items to Katherine Weston at kweston@altaregional.org or Cindy Le at cle@altaregional.org by January 18, 2017.