

Alta California Regional Center

Vendor Forum

Adult Day & Employment Program

Save the Date

Thursday, January 23, 2020

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: 9:00am to 11:00am

Where: ACRC Brenda Smith Conference Room, 1st floor

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

Parking: There is free parking on the premises. You may park in the parking garage or back lot but please do not park in any reserved spaces. Please refrain from parking in the front of the building as those spots are designated as time limited parking.

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

Agenda: If you would like to submit an item to be added to the agenda please email Shirley Skadan-Smith at sskadansmith@altaregional.org, Cindy Le at cle@altaregional.org or Lara Stewart at lstewart1@altaregional.org.

If you are unable to sign up for any reason, contact Christine Hobbs, Office Assistant 916-978-6291 at chobbs@altaregional.org.

Adult Day & Employment Program Vendor Forum

Sign-up instructions

1. Online registration accepted until January 16, 2020 or until the session is full.
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"**. Each attendee needs to be registered separately. **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.**
 - 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
 - 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.
 - 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. **NOTE:** If you are unsuccessful in registering online your name will not appear on the registration list class. Please contact Christine Hobbs at (916) 978-6291 with questions.
 - Please send agenda items to Shirley Skadan-Smith at sskadansmith@altaregional.org, Cindy Le at cle@altaregional.org, or Lara Stewart at lstewart1@altaregional.org by January 16, 2020.