

# **Alta California Regional Center**

## **Vendor Forum**

### **Respite Services Program**

#### **Save the Date**

**Wednesday, January 18, 2017**

ACRC will be hosting a Respite Services 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: 1:00 pm to 3:00 pm

Where: ACRC Brenda Smith Conference Room, 1<sup>st</sup> 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](http://www.altaregional.org).

Agenda Requests: Please send agenda item requests to Adia Cunningham at [acunningham@altaregional.org](mailto:acunningham@altaregional.org) or Nicole Smith at [nsmith@altaregional.org](mailto:nsmith@altaregional.org).

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

## Respite Services Program Vendor Forum

### Sign-up instructions

1. Online registration accepted until January 11, 2017 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](http://www.altaregional.org)
  - On Alta's home page on top click on **"Service Providers."** Click on **"Vendor Forums"** click on **"Respite Services Program Vendor Forum"**. The sign-up options will be displayed.
  - On the next screen select the **"Respite Services 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 Kozel Taft at (916) 978-6291 with questions.
  - Please send agenda items to Adia Cunningham at [acunningham@altaregional.org](mailto:acunningham@altaregional.org) or Nicole Smith at [nsmith@altaregional.org](mailto:nsmith@altaregional.org) by January 11, 2017.