



Chestnut Health Systems

Lighthouse Institute

Global Appraisal of Individual Needs Training Normal, IL Logistics Fact Sheet

TRAINING DATES: November 16-19, 2010

TRAINING LOCATION: Chestnut Health Systems Crossroads Training Facility
448 Wylie Drive, Normal, IL 61761

LODGING: Eastland Suites Hotel and Conference Center, 1801 Eastland Drive,
Bloomington, IL 61704, Phone: 309-662-0000; www.eastlandsuites.com

Participants are responsible for their own lodging expenses. However, for your convenience we have reserved a block of rooms (at the government rate of King Suites \$95 +tax, Double and Queen rooms \$89+tax). Please make your arrangements by calling Eastland Suites Hotel and Conference Center directly by the end of the day on **Monday, October 18th**. Identify yourself as being a member of the Chestnut Health Systems room block. After **10/18/2010** the block will be released to the public and availability of rooms at these rates may no longer be available.

For those staying at the Eastland Suites Hotel and Conference Center, a shuttle will take you to and from the training facility each day. More information about the shuttle service will be distributed upon check-in to the hotel.

TRAVEL: Participants are responsible for their own travel expenses. Travel arrangements can be made using your own agent, or by calling Stacey Young at Suzi Davis Travel, 1-800-397-1455. If you choose to use Suzi Davis Travel, please identify yourself as being a member of the Chestnut Health Systems group.

For those arriving at Bloomington's Central Illinois Regional Airport, the hotel provides shuttle service from the airport (a 5-minute drive). Upon arrival, use the hotel phone board near the baggage claim area to arrange for transportation to the hotel (the airport is quite small).

PAYMENT AND REGISTRATION: Registration forms are available from Jennifer Gilliam, jgilliam@chestnut.org or from Chestnut's website, www.chestnut.org/li/GAIN. Registration payment may be made by check or with a credit card (VISA or MasterCard). Payment and invoicing information should be indicated on the training registration form in the applicable section.

CONTINUING EDUCATION:

Chestnut Health Systems offers Continuing Education opportunities to each participant who attends at least 90% of the training. We provide registration sheets at the meeting for participants to document arrival and departure times each morning and afternoon in order to verify the hours attended.

Continuing Education units are available from the Illinois Department of Financial and Professional Regulation, Division of Professional Regulation, and Continuing Education contact hours are available from the National Association for Alcohol and Drug Abuse Counselors (NAADAC). A certificate will be e-mailed to each eligible participant after the training at the address listed on the participant list (unless otherwise notified) that can be submitted to an agency or organization for CE units or contact hours.

Chestnut Health Systems maintains responsibility for this program and its content. After the training, certificates will be mailed to the address appearing on the participant list (unless otherwise notified) to those participants qualifying for these credits.

MISC. ISSUES:

If you would like to review the GAIN prior to training, please request a copy of the most recent version from gaininfo@chestnut.org.

The hotel has a business center, and for a small fee copying, faxing and Internet usage services may be requested from front desk personnel. All conference and guest rooms have wireless high-speed Internet access.

As a courtesy to the participants and trainers, we ask that mobile phone and pager usage be restricted to breaks and other non-training times. Please have your phones and pagers off or on silent mode during all training sessions.

Attire for the training is business casual.

QUESTIONS:

Please direct questions to Jennifer Gilliam, GCC Event Coordinator, Chestnut Health Systems, 448 Wylie Dr. Normal, IL 61761, phone: 309-451-7810, e-mail: jgilliam@chestnut.org