
 <p>California Unified Program Annual Training Conference</p>	<p>California Unified Program Agency (CUPA) Training Conference February 26-29, 2024 Hyatt, Burlingame San Mateo County</p> <p>CUPA/PA Scholarship Announcement Applications Due by October 13, 2023 at www.calcupa.org</p>	 <p>ACCREDITING AGENCY CALIFORNIA CUPA FORUM www.calcupa.org</p>
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Scholarship information

Mark your calendar now for the 26th California Unified Program Annual Training Conference, February 26-29, 2024, at the Hyatt, 1333 Bayshore Highway, Burlingame, CA 94010 in San Mateo County. Scholarships are available for CUPA and PA technical government employee staff that are inspectors or manage the program (not open to independent contractors). CUPA/PA staff with a home office within 30 miles of the Hyatt are only eligible for a registration scholarship (no travel, parking, mileage, or meals will be covered).

Applications are due by October 13, 2023



Go to www.calcupa.org and log into your profile to apply. If you do not have a profile, you will need to create one. You must register with your agency email and ensure you are assigned to the correct CUPA manager. After you apply, you will receive an email from conferencemanager@calcupa.org confirming receipt of your scholarship application, including the hotel reservation link for scholarships.

FEATURES AT THE 2024 CUPA CONFERENCE:

- Fourteen tracks of technical training Sessions **Monday–Wednesday 8am-5pm, Thurs 8-2:45pm**
- Tracks include CalARP, HMBP, HazMat/Risk Management, HazWaste, UST, Admin & Mgmt, Enforcement, Clean UP, APSA, Industry, Emergency Response, Potpourri, HAZWOPER, Technology & Demonstrations.
- A sophisticated conference management tracking system that includes online registration for conference Sessions that will provide personalized training certificates including mobile site access.
- As an Accrediting Agency, the CUPA Forum will offer Continuing Education Contact Hours (CECH) for Registered Environmental Health Specialists.
- ICC Contact hours may be available for all of the Track C underground storage tank Sessions.
- 101 Beginning level, 201 Intermediate level and 301 Advanced Sessions are available in each track.

THIS SCHOLARSHIP COVERS 50% of the following expenses:

- **Registration fee of \$895**
- Hotel: \$235.50/night (inclusive of all taxes) hotel for Sunday, Monday, Tuesday and Wednesday night. Use this link to book a room at the Hyatt <https://www.hyatt.com/en-US/group-booking/SFOBU/G-CUP3> **BOOK YOUR HOTEL ROOM EARLY !!!!** Receipts required. Thursday night is approved only for those who take HAZWOPER Thurs.8-5pm or is pre-approved due to long travel. Thursday Sessions end at 2:45pm
Free in-meeting-rooms Wi-Fi available for event attendees.
Free shuttle service Our 24-hour complimentary San Francisco International Airport (SFO) shuttle runs every 15 minutes.
Hotel parking will be provided and detailed in the award letter.
- Up to \$500 in TOTAL travel expenses (airfare & airport parking and/or mileage). Airfare must be at the lowest rate and can include one piece of luggage. Mileage will be reimbursed at the federal rate and a map must be included with the TEC form.
- \$35 for dinner for each approved hotel night.
- \$20 for Monday breakfast, if the scholarship is approved for Sunday night. Breakfast is provided T/W/Th.
- **You are responsible for your own transportation and hotel arrangements. The scholarship will not cover cancellation penalties.**

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- Receipts are required for all expenses, except meals. Lunches are provided M/T/W/Th during the conference, so no lunch reimbursements are provided.

THIS SCHOLARSHIP DOES NOT COVER:

- Upgraded rooms or hotel bellmen tips
- Rental cars or cab fares around the area
- No gas or mileage reimbursement if using an Agency car
- Additional room charges such as internet or phone calls
- Cancellation fees for no shows

SCHOLARSHIP AWARD & REQUIREMENTS



- Scholarships Awarded by October 31, 2023.
- You must confirm acceptance of your scholarship by December 31, 2023, by logging into your existing Conference Manager account at <http://www.calcupa.org>; after that day, your scholarship may be awarded to someone else.
- Once you accept the scholarship, you will be registered for the conference.
- Book your hotel and airline tickets to get the least expensive rates.
- If you need to cancel you are required to take all Sessions and scheduled lunches out of your itinerary and inform Sheryl@calcupa.org so we can transfer your scholarship to someone on the waiting list.
- Sign up to volunteer by **December 31st**. Scholarships are required to volunteer for a minimum of two hours. See the list and sign up at www.calcupa.org If you do not volunteer you forfeit your scholarship and you will not qualify for reimbursement.
- Pre-register for Sessions you are interested in attending. Please choose your Sessions by January 31st, to assist us with room assignments.
- Register for lunch and indicate your meal preferences.

In order to be reimbursed, your Travel Expense Claim, signed by your manager and with all required receipts, **must be postmarked by March 31, 2024**. The completed TEC, and receipts, must be mailed to CAL CUPA Forum, Attn: Sheryl Baldwin, P.O. Box 2017, Cameron Park, CA 95682-2017. Please consider mailing all TEC forms from your agency together to facilitate processing.

Your agency can decide to cover all of the costs at 100% if you have the funds or the cost of the registration fees or travel costs that total up to 50% or be invoiced for 50% of the actual scholarship reimbursed amount (including registration). We can also reimburse at 50% if requested on your TEC forms. If the 50% is a burden, a limited number of full scholarships will be awarded to rural agencies, upon request, review, and approval of the rationale by the scholarship committee. If your agency is unable to cover the 50% match, please provide an explanation by email.

You can get more information about how to accept your scholarship at the following address:
<http://www.calcupa.org/articles/scholarship-award-next-steps.html>

If you have any questions regarding the scholarship conditions, please contact CAL CUPA FORUM, Sheryl Baldwin at Sheryl@calcupa.org or Michele Cowdery registration@calcupa.org 530-676-0815. For current info visit www.calcupa.org



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VOLUNTEER OPPORTUNITIES

VOLUNTEER during the conference to help with various tasks. Two Volunteer hours have been requested for all scholarships. Sign up on the Conference Management System from your individual account by clicking on VOLUNTEER ASSIGNMENTS in the Scholarship tab and select ONE of the tasks listed below. Please remember to check in and out of your volunteer assignment on the Volunteers page at the conference to receive credit.

Please keep in mind that if you are in a training Session prior to the selected volunteer assignment, you must leave that Session early in order to check in at least 15 minutes prior to your assignment. Volunteer assignments can be confirmed by viewing and/or printing your individual itinerary.

- 1. Track Coordinator** - Help review session abstracts, confirm speakers or set up training tour.
- 2. Presentation/Speaker** - Presenting a Session at the conference counts as volunteering. Thank you for being a presenter and sharing your knowledge with others. Speakers are pre-approved and listed on the Conference agenda by October 31, 2023.
- 3. CUPA Kiosk** - Volunteers help attendees with the website, teach attendees how to add or remove Sessions from their itinerary, view their itinerary, add or delete Sessions and room monitor volunteer assignments, sign up for other volunteer assignments, check attendees check in and check out codes for their Sessions, complete Session and conference evaluations and assist with on-site conference registration. Explain the pitfalls of creating duplicate accounts and losing their training history.
Times: 7-9am, 9-11am, 11am-1pm, and 1-3pm, 3-5pm, Mon-Thursday.
- 4. Regulators Only Session Security** - Must check in 15 minutes prior to the start of the Session at the Registration Desk and check out after the Session. Regulators only Session security monitor the doors on Sessions that can only be attended by regulators of CUPA Programs or are closed Sessions and ask non-gov't attendees to find another Session to attend.
Times: As indicated on the program and are subject to change if the overall conference program changes.
- 5. Session Monitors** – Must check in and out at the Volunteer Desk prior to and after the Session. Session room monitors provide support to the Session speaker; help them set up and start/end Session on time (hold up 5 minutes left/1 minute left sign to speakers); pass the microphone around when there is a question-and-answer period; make sure check in/check out codes are posted at the front of the room; make sure there is water in the room. May need to go to the Registration Desk during the Session to report any issues with the room or AV needs. To volunteer, first add the Session to your itinerary on the Online Agenda (+Add Session) and then click on My Itinerary to Volunteer (Volunteer button). The Volunteer button will turn red. If you want to drop the Session from your itinerary to attend a different Session, please remember

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to “Unvolunteer” by going to your itinerary and clicking on the “Unvolunteer” button to remove the assignment from your itinerary. Then, you can remove the Session from your Itinerary.

Times: Runs concurrent with Program Sessions and one assignment fulfills the volunteer requirement.

6. **Lunch Ticket Takers** – Check in at the Volunteer Desk at 11:30am – 12:30pm. Take lunch tickets from attendees at atrium level to pick up their box lunch. Their name badge will tell you which box lunch they ordered. Monday – Thursday. Return all collected tickets to the registration desk.
7. **Sunday Set Up** – Reporting times can vary; after checking in please volunteer for at least two full hours. Volunteers help to assemble conference materials, collate lunch tickets, tie ribbons on speaker gifts, set up the CUPA Kiosk, assemble easels, set out signage and set up for early registration on Sunday evening. Move office downstairs after registration is set up.
Times: First shift starts at 9am and last shift ends at 3pm, Sunday only.
8. **Thursday Tear Down** – Reporting times can vary slightly; however, after checking in must volunteer for two full hours. Volunteers help to pack up the conference office, breakdown the CUPA Kiosk and easels, pick up all signage, laptops and projectors, and help load the CUPA trailer.
Times: First shift starts at 1pm and last shift ends at 5pm, Thurs only.
9. **Student Mentor** - Volunteers will be paired up with student(s) attending the CUPA conference to provide guidance and mentorship throughout the conference. Volunteers will be asked to meet with the students at breakfast on Wednesday morning 7-8am and be available to answer questions regarding career pathways, classes, events, etc. Volunteers will be asked to engage with student(s) in conversations surrounding the CUPA programs, college studies, professional certifications/license, as well as career aspirations, opportunities, and pathways. Volunteers will be responsible for making the student(s) experience of the CUPA conference positive and informational. An email will be sent to you the week before the conference with your student contact information so you can plan to meet them at the conference starting Monday and touch base with them.
Times: Student Orientation Wednesday February 28, 2024 from 7-8am breakfast at podium and Student Debriefing Wednesday February 28, 2024 5-6pm in Bayside Meeting room. A financial scholarship of \$250.00 will be awarded to four students.

If you have any questions regarding the scholarship conditions, please contact CAL CUPA FORUM, Sheryl Baldwin at Sheryl@calcupa.org or 530-676-0815.

Check out the website for current information at www.calcupa.org