Unicoi Lodge, Helen, Georgia

Winter Conference

Presented by the Prosecuting Attorneys' Council of Georgia

January 23-25, 2008

overview

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Come Join Us!

The Prosecuting Attorneys' Council of Georgia welcomes personnel from across the State of Georgia to the 2008 Winter Conference, which will be held at Unicoi Lodge in Helen, Georgia. The conference will begin on Wednesday, January 23. Over the course of the conference, we will offer separate tracks with topics covering a great range of issues, such as:

- Using Technology in the Courtroom
- Crawford De-mystified
- Preventing Wrongful Convictions and Restoring Public Confidence
- Animal Cruelty
- Communicating Like a Pro
- White Collar Crime
- Faces of Domestic Violence
- DUI Case law Update

There will be topics of interest for everyone. The conference will conclude on Friday, January 25 with Ethics and Professionalism. **Additionally, this year we will offer Fundamentals of Prosecution during the Winter Conference. More details and a registration form for Fundamentals of Prosecution at Winter Conference will be sent to your offices in November.** Come join us for an exciting and valuable learning experience at Unicoi Lodge.

Unicoi Lodge/Helen, Georgia

The Prosecuting Attorneys' Council wants you to enjoy your stay at Unicoi. Located in the North Georgia Mountains, Unicoi is just a short two-mile drive to the Alpine Village of Helen, Georgia. A host of entertainment opportunities await you in and around Unicoi. The park itself is home to a gift shop specializing in hand-made quilts and local pottery for the craft lover. The Unicoi restaurant, located on-site in the lodge, serves buffet meals and features a stunning view of the North Georgia Mountains. The nearby Alpine Village of Helen, situated on the beautiful Chattahoochee River, is home to a wide variety of attractions. More than 200 specialty shops, offering one-of-a-kind items, line the roads and cobblestone alleys of this unique mountain community. Helen is also home to an array of restaurants offering everything from traditional German fare to down-home southern fixins. We hope that you enjoy this conference and explore what Unicoi and the surrounding area has to offer.

lodging

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Lodging

The Unicoi Lodge is located in the beautiful North Georgia Mountains just outside of the town of Helen, Georgia. Many other hotels are located in the town of Helen. When making your reservations, please inform the hotel that you are with the ***Prosecuting Attorneys' Council of Georgia*** group. The negotiated rate varies by hotel. The maximum room reimbursement PAC will pay is $70.00. When you check in, regardless of the hotel you stay in, please turn in your hotel/motel tax exempt form (enclosed with this announcement) at the front desk. For directions to the various hotels, please visit www.mapquest.com or contact the hotels directly.

The Lodge at Unicoi

Unicoi State Park & Lodge
P.O. Box 849, Helen, Georgia 30523
706-878-2201
$70 lodge rooms per night
$69 one-bedroom cabins per night
$89 two-bedroom cabins per night
$109 three-bedroom cabins per night
Cutoff date: December 12, 2007

Country Inn and Suites

877 Edelweiss Strasse, Helen, Georgia 30545
800-456-4000 or 706-878-9000
$59 per night
Cutoff date: December 12, 2007
www.countryinns.com/helenga

details

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Cancellation Procedure

No refunds will be given unless a written request is received on or before **Friday, January 11, 2008.** A $25 processing fee will be deducted from any refund issued. You will be responsible for cancelling your registration and hotel reservations. **No refunds will be made for cancellations after Friday, January 11 2008.**

Reimbursement

A reimbursement form will be provided when you check in at the conference on Wednesday. PAC will reimburse State employees for lodging, meals and mileage. County employees are only eligible for lodging and meal reimbursement. You may seek reimbursement for two (2) nights lodging; however, attendees whose office is located 300 miles or more away from Unicoi Lodge may seek reimbursement for Tuesday night, for a total of three (3) nights lodging. Attendees whose office is located within a 35 mile radius of the Unicoi Lodge will not be eligible to seek reimbursement for lodging. For any questions regarding reimbursement procedures you may contact Judith Greenblatt at 404-969-4001. PAC will reimburse for actual expenditures, or the following rates, whichever is less:

$69	per night (maximum)
$6	breakfast (on Wednesday only)
$7	lunch
$15	dinner
$0.485	per mile (If no state vehicle is available and as of 10-18-07. **This rate is subject to change.**)

PAC WILL PROVIDE THE FOLLOWING MEALS AT THE LODGE:

THURSDAY: Breakfast and Lunch
FRIDAY: Breakfast

YOU MAY NOT CLAIM REIMBURSEMENT FOR ANY MEALS THAT ARE PROVIDED REGARDLESS OF WHETHER OR NOT YOU ATTEND THE MEAL.

Policies and Rules

PAC Rule 6.10 (c): No reimbursement will be made if the individual fails to comply with the attendance policies of the sponsoring organization or if the individual fails to attend, without a valid excuse, 80% or more of the program scheduled for the time period for which reimbursement is sought. In order to receive your reimbursement, you must attach a Certificate of Attendance indicating the conference session(s) that you attend. **PAC Rule 6.15 (b):** Requests for reimbursement for travel expenses must be received by the Council on the appropriate form within 90 days of the expense being incurred. Requests for reimbursement that are submitted after 90 days will not be reimbursed. **There will be no exceptions.**

tax exempt form

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GEORGIA HOTEL AND MOTEL OPERATORS:

On April 12, 1987 Act No. 621 amending section 48-13-51 of the Georgia Code became effective. This act provides that Georgia state or local government officials or employees traveling on official business should not be charged county or municipal excise tax on lodging. Sales tax is not exempted under the current sales tax law, since the payment of hotel/motel bills by an employee is not considered to be the payment made directly by a state agency from appropriated funds. Upon verification of the identity of the state official or employee identified below, Georgia hotel and motel operators are authorized to exempt the individual from any applicable county or municipal lodging excise tax. Sales tax, however, should continue to be charged.

A copy of this notification should be maintained with your tax records to document the individual's status as a state official or employee traveling on official business. If you have any questions, please contact the Fiscal or Accounting Office of the department or agency employing the individual identified below.

STATE OF GEORGIA

EXEMPTION OF THE LOCAL HOTEL/MOTEL EXCISE TAX CERTIFICATION -

THIS IS TO CERTIFY THAT THE LODGING OBTAINED ON THE DATE(S) IDENTIFIED BELOW WAS REQUIRED IN THE DISCHARGE OF MY OFFICIAL DUTIES FOR THE STATE AND QUALIFIES FOR EXEMPTION OF THE LOCAL HOTEL/MOTEL EXCISE TAX UNDER OCGA CHAPTER 48-13, (AMENDED BY Act 621)

Signature of
Official or Employee: _____ Date: _____

Name of Official
or Employee: _____ Title:_____
(Name) Printed or typed

Agency Representing: Prosecuting Attorneys' Council of Georgia

Address: 104 Marietta Street, Suite 400, Atlanta, Georgia 30303

Office Contact: Richard A. Malone, Executive Director

Phone Number: (404) 969-4001

Date(s) of Lodging: January 22-24, 2008

You must present this form to the hotel/motel where you will be staying at the time you check in.

registration

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Registration Procedure & Form

The conference is open to members actively working in the prosecution community. To pre-register, fill out the form and mail both the form(s) and check(s) to PAC by **Friday, January 11, 2008.** The early registration fee is $100. The registration fee after that date will be $150. *No exceptions will be made*. For any questions regarding conference registration you may contact the Training Division at 404-969-4001. **Please note: this registration form is for Winter Conference ONLY. A separate registration form for the Fundamentals of Prosecution Course that will be offered during Winter Conference will be sent to your offices in November.** Please make check(s) payable and mail completed registration form(s) to:

Prosecuting Attorneys' Council of Georgia
Attn: Training Services
104 Marietta Street NW, Suite 400
Atlanta, Georgia 30303 - 2743
Fax: 404-969-0017

please print

Name: _____

Title: _____

Years of Prosecution Experience: _____

GA Bar #: _____

Office: _____
DA Judicial Circuit/SG County/Agency Name

Address: _____

City: _____ **, GA** **Zip:** _____

Phone: _____ **Fax:** _____

E-mail: _____

please photocopy for your records