Conference Information Sheet

Technology Assisted Crimes Against Children Conferences
for Trial and Appellate Judges

What’s Covered?

This is a grant-funded conference for felony trial judges and appellate judges and the following is covered under the grant:

- Tuition
- Materials
- Meals as part of the conference: Breakfasts, refreshment breaks, and lunches on each day of the program. All other meals are the judge’s responsibility.
- Lodging costs at the Inn at Ole Miss (for Oxford) and the Plaza on the River (for Reno).
- Up to $500 towards travel costs.

NOTE: The grant does not cover lodging and travel expenses for limited jurisdiction judges. Up to 10 limited jurisdiction judges may attend each conference.

What’s Not Covered?

The following are NOT reimbursable:

- Travel insurance
- Transportation expenses to and from your home airport (original departure airport) such as airport parking, mileage, tolls, etc.
- Computer hook-ups
- Phone charges
- Laundry service
- Spouse or guest hotel accommodations or meals
- Meals outside the program (e.g., dinners and travel-related meals)
- Rental car

How to Register

You can register by going to http://register.judges.org/. Under payment information, simply type: U.S. Department of Justice. Don’t worry that it defaults to “invoice your court.” Your court won’t be charged. Also, please type NA into all yellow boxes (within the payment information section). Alternatively, you can complete and fax the print version of the application to (775) 784-1269.
Do not make any travel and lodging reservations until you have received confirmation from the National Judicial College that you are registered for your requested course. Reimbursements will be made only to those who attend the conference.

Travel and Lodging (Reno)

- Judges should make their own travel arrangements including hotel reservations. The Plaza on the River is the conference lodging facility. The phone number for the Plaza on the River is (775) 786-2200. The negotiated room rate is $84.00 plus tax per night. There is a block of rooms reserved for this conference. Ask for the “Trial Judges Conference.” Check in is at 4:00 p.m. and check out is at 10:00 a.m.

- Travel by personal automobile is permitted under the following conditions:

  (1) You must provide documentation to indicate the costs of driving do not exceed the cost of airfare (measured at least 30 days prior to the program);
  (2) If the cost of driving exceeds airfare, you are limited to the amount of air fare (subject to other limitations);
  (3) At the program, you will need to provide evidence of the cost of the lowest possible advance purchase (coach) air fare from your home jurisdiction to the program site using a site like [www.orbitz.com](http://www.orbitz.com) to establish the cost of the ticket (measured at least 30 days prior to the program);
  (4) The cost estimate will be attached to your reimbursement form, and the driving costs cannot be reimbursed without it.

The current federal rate for mileage reimbursement is .55 per mile (subject to the limitations above).

Shuttle Transportation from Downtown Hotel to NJC and Return

You can travel to NJC by Sierra Spirit which provides complimentary service with pick-up on First Street (turn right out of the hotel, turn right on First Street and look for the yellow Sierra Spirit sign) and drop off at the west side of campus at the Church Fine Arts building (the third university stop). After exiting the bus, proceed past the Church Fine Arts building, turn right, proceed down the steps, walk across the street, and proceed up the stairs directly adjacent to the William Raggio Education building. You will see NJC’s building on the left at the top of stairs. You will find a Sierra Spirit map on NJC’s website at: [http://www.judges.org/travel.html](http://www.judges.org/travel.html). Sierra Spirit has a bus every 10 minutes, so it’s quite convenient.
Reimbursement Information

- NJC and NCJRL will reimburse your travel to and from the conference according to the federal grant guidelines. The completed Reimbursement Form must be turned in within 15 days of the last day of class. If we do not receive your expense reimbursement form with 15 days from the last day of the class, your reimbursement will not be issued. If you have any questions regarding your reimbursement, please check with Kelly Zahara at (775) 327-8209 or zahara@judges.org.

- Receipts are required for lodging, transportation, and any other item(s) totaling $25.00 or more. You will need evidence of the cost of your ticket in addition to the itinerary within the same document.

- Questions
  If you have any questions about registration, please contact the NJC registrar at (800) 25-JUDGE (800-255-8343) or send an e-mail to the Registrar at registrar@judges.org.

If you have any questions about other aspects of the program, please contact the NJC Course Administrator, Kelly Zahara at zahara@judges.org or call 800-255-8343.