FAQs about ALL EVENTS (i.e., SEMINARS and WEBINAR)

1. When are the UNLV TRiO Training Institute's 2015-2016 events?
   At what time does each event begin and end?

2. Where can I find information about other TRiO Training opportunities, especially in Absolute Priorities #1, #2, #3, and #5?

3. Where will the UNLV TRiO Training Institute's 2015-2016 events be held?

4. Who is eligible to attend the UNLV TRiO Training Institute's events?

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11. What meals are provided at the UNLV TRiO Training Institute's seminars?

12. On what nights does the UNLV TRiO Training Institute provide rooms at the seminar hotels?

13. What does it cost to stay at the seminar hotels?

14. If I am admitted to a UNLV TRiO Training Institute seminar, what must I do to reserve a room at the seminar hotel?

15. If I am granted standard admission to a UNLV TRiO Training Institute seminar, on what other dates can I stay at the seminar hotel or another hotel?

16. What must I do if I am admitted to a UNLV TRiO Training Institute seminar and then find out I cannot go?

17. If I am granted standard admission, with whom must I share my room at the seminar hotel?

18. If I am granted standard admission, with whom can I share my room at the seminar hotel?

19. If I am placed on a waiting list for Standard Admission, how long will it be before I am admitted?

20. How can I switch places with someone who has already received Standard Admission or Special Admission if that person can no longer attend the seminar?

21. How can I apply and be admitted onsite to a seminar?

FAQs about WEBINAR ONLY

22. What kind of computer hardware and software and internet connectivity do I need to participate in the webinar?

23. If I am granted admission to the webinar, how do I access the event on 2/3/16 and 2/4/16?

24. Can I apply to both the Winter 2016 seminar and the Winter 2016 webinar?

25. If I am placed on the waiting list for the webinar, how long will it be before I am admitted?

26. What must I do if I am admitted to the webinar and then find out that I cannot participate?

27. How can I switch places with someone who has already received admission if that person can no longer participate in the webinar?
FAQs about ALL EVENTS (i.e., SEMINARS and WEBINAR)

1. **When are the UNLV TRiO Training Institute’s 2015-2016 events?**
   **At what time does each event begin and end?**

   **Winter 2016 On-site Seminar**
   The UNLV TRiO Training Institute will hold its Winter 2016 *Absolute Priority #4* (College Admissions and Financial Aid Counseling; Financial Literacy) seminar on February 1-3, 2016, in Las Vegas, Nevada. The seminar begins at 12:00 PM on February 1 and concludes at 2:00 PM on February 3.

   **Winter 2016 On-line Webinar**
   The UNLV TRiO Training Institute will hold its Winter 2016 *Absolute Priority #4* (College Admissions and Financial Aid Counseling; Financial Literacy) webinar on February 3-4, 2016. This event is online; there is no physical location. The webinar begins at 1:00 PM (PST) on February 3 and concludes at 4:00 PM (PST) on February 4.

   **Spring 2016 On-site Seminar**
   The UNLV TRiO Training Institute will hold its Spring 2016 *Absolute Priority #4* (College Admissions and Financial Aid Counseling; Financial Literacy) seminar on May 13-15, 2016, in Chicago, Illinois. The seminar begins at 12:00 PM on May 13 and concludes at 2:00 PM on May 15.

2. **Where can I find information about other TRiO Training opportunities, especially in Absolute Priorities #1, #2, #3, and #5?**
   The most recent information regarding TRiO Training appears at [http://www2.ed.gov/programs/triotrain/opportunities.html](http://www2.ed.gov/programs/triotrain/opportunities.html)

3. **Where will the UNLV TRiO Training Institute’s 2015-2016 events be held?**
   The UNLV TRiO Training Institute will hold its Winter 2016 *Absolute Priority #4* (College Admissions and Financial Aid Counseling; Financial Literacy) seminar at the Tuscany Hotel in Las Vegas, NV.
   The UNLV TRiO Training Institute will hold its Winter 2016 *Absolute Priority #4* (College Admissions and Financial Aid Counseling; Financial Literacy) webinar online. There is no physical location.
   The UNLV TRiO Training Institute will hold its Spring 2016 *Absolute Priority #4* (College Admissions and Financial Aid Counseling; Financial Literacy) seminar at the Hyatt Regency McCormick Place in Chicago, IL.
4. **Who is eligible to attend the UNLV TRiO Training Institute’s events?**

You are eligible to attend these events if you are:

1. Leadership personnel* of any Federal TRiO Programs project, including Talent Search, Educational Opportunity Center, Student Support Services, McNair, Upward Bound, Upward Bound Math and Science, and Veterans Upward Bound.

2. A full or part-time staff member of any Federal TRiO Programs project; or

3. Preparing for employment as a staff member or leadership personnel* in any Federal TRiO Programs project.

*Leadership personnel means project directors, coordinators, and other individuals involved with the supervision and direction of projects under the Federal TRiO Programs.

5. **Can GEAR UP personnel attend the UNLV TRiO Training Institute’s events?**

Yes, provided they meet one or more of the eligibility criteria described in item #4 on the Institute’s Frequently Asked Questions (FAQ) webpage.

6. **Whom do I contact if the answer to my question does not appear on this FAQ page?**

Send an e-mail message to triotraining@unlv.edu or call 702-774-4148. The UNLV TRiO Training Institute will respond to all messages within three (3) business days of receipt.

7. **How do I apply for admission to a UNLV TRiO Training Institute event?**

**Winter 2016 Seminar**

On November 9, 2015, the UNLV TRiO Training Institute website will begin accepting applications for admission to the Las Vegas seminar and will continue to accept applications through December 2, 2015. Information about applying for admission to this seminar after December 2, 2015, appears in item #21 on the Institute’s Frequently Asked Questions (FAQ) webpage.

To apply for admission to the **Absolute Priority #4** (College Admissions and Financial Aid Counseling; Financial Literacy) seminar that will be held on February 1-3, 2016, in Las Vegas, Nevada:

1. Visit [http://caeo.unlv.edu/training.html](http://caeo.unlv.edu/training.html);
2. Click on the “Priority 4 Training Events” link;
3. Click on the “Apply for Admission to the Winter 2016 (Las Vegas, NV) Seminar Now!” link; and
4. Complete all STEPs in the application process.

(***Note: Your application is not complete and you cannot be considered for admission until you complete all STEPs in the application process.***)

DO NOT make any travel plans before you are granted standard admission or special admission. To find out the status of your application, follow the steps described in item #8 on the Institute’s Frequently Asked Questions (FAQ) webpage.
To find out the differences between standard admission and special admission, see item #10 on the Institute’s Frequently Asked Questions (FAQ) webpage.

**Winter 2016 Webinar**

**On December 11, 2015,** the UNLV TRiO Training Institute website will begin accepting applications for admission to the Webinar and will continue to accept applications through January 6, 2016.

To apply for admission to the Absolute Priority #4 (College Admissions and Financial Aid Counseling; Financial Literacy) webinar that will be held on February 3-4, 2016:

1. Visit [http://caeo.unlv.edu/training.html](http://caeo.unlv.edu/training.html);
2. Click on the “Priority 4 Training Events” link;
3. Click on the “Apply for Admission to the WINTER 2016 (ONLINE) WEBINAR Now!” link; and
4. Complete all STEPs in the application process.

(Note: Your application is not complete and you cannot be considered for admission until you complete all STEPs in the application process.)

**Spring 2016 Seminar**

**On March 8, 2016,** the UNLV TRiO Training Institute website will begin accepting applications for admission to the Chicago seminar and will continue to accept applications through March 31, 2016. Information about applying for admission to this seminar after March 31, 2016, appears in item #21 on the Institute’s Frequently Asked Questions (FAQ) webpage.

To apply for admission to the Absolute Priority #4 (College Admissions and Financial Aid Counseling; Financial Literacy) seminar on May 13-15, 2016, in Chicago, Illinois:

1. Visit [http://caeo.unlv.edu/training.html](http://caeo.unlv.edu/training.html);
2. Click on the “Priority 4 Training Events” link;
3. Click on the “Apply for Admission to the SPRING 2016 (CHICAGO, IL) SEMINAR Now!” link; and
4. Complete all STEPs in the application process.

(Note: Your application is not complete and you cannot be considered for admission until you complete all STEPs in the application process.)

DO NOT make any travel plans before you are granted standard admission or special admission. To find out the status of your application, follow the steps described in item #8 on the Institute’s Frequently Asked Questions (FAQ) webpage.

To find out the differences between standard admission and special admission, see item #10 on the Institute’s Frequently Asked Questions (FAQ) webpage.

8. **How can I find out the status of my application to a UNLV TRiO Training Institute event?**

Go to [http://caeo.unlv.edu/training.html](http://caeo.unlv.edu/training.html) and perform these steps:

1. Click on the “Application Status” link.
2. On the Application Status webpage, enter your application number, which you received after completing the online portion (i.e., STEP 1) of the application process.

(Your application number appears at the top of both pages of the PDF file that popped up on your screen after you completed STEP 1. If you completed STEP 1 but the PDF did not pop up, please contact the UNLV TRiO Training Institute via e-mail at triotraining@unlv.edu.)
Note: The default status of all applicants is "0 - Not admitted."
This status may remain unchanged for up to 10 business days after an applicant completes STEPs 2 and 3 of the application process.

9. Can I attend more than one UNLV TRiO Training Institute event under Absolute Priority #4?

No. The UNLV TRiO Training Institute cannot serve you more than once per year under the same Absolute Priority. Thus, you cannot attend more than one Absolute Priority #4 event (i.e., seminar or webinar) in 2016.
FAQs about SEMINARS ONLY

10. What is the difference between standard admission and special admission?

Winter 2016 Seminar

To all persons granted standard admission to the UNLV TRiO Training Institute’s Winter 2016 Absolute Priority #4 seminar on February 1-3, in Las Vegas, Nevada, the Institute will provide:

- A hotel room at no cost* at the Tuscany Hotel for the nights of February 1 and 2, 2016; and
- Continental breakfast and lunch at no cost on February 2 and 3, 2016.

Persons granted special admission to a seminar will receive the same meals as persons granted standard admission. However, the Institute will not provide nor arrange lodging for persons granted special admission. Persons granted special admission must make their own hotel arrangements and will not receive any reimbursement from the Institute for the hotel expenses they incur as a result of attending the seminar.

*Note: Incidental charges (e.g., room service, laundry service, parking, pay-per-view movies, and so on) are not covered by the Institute and are solely the responsibility of the hotel room’s occupants.

For information about how to apply for admission to a seminar, see item #7 on the Institute’s Frequently Asked Questions (FAQ) webpage.

For information about how to check the status of your application for admission to a seminar, see item #8 on the Institute’s Frequently Asked Questions (FAQ) webpage.

Spring 2016 Seminar

To all persons granted standard admission to the UNLV TRiO Training Institute’s Spring 2016 Absolute Priority #4 seminar on May 13-15, 2016, in Chicago, Illinois, the Institute will provide:

- A hotel room at no cost* at the Hyatt Regency McCormick Place for the nights of May 13 and 14, 2016; and
- Continental breakfast and lunch at no cost on May 14 and 15, 2016.

Persons granted special admission to a seminar will receive the same meals as persons granted standard admission. However, the Institute will not provide nor arrange lodging for persons granted special admission. Persons granted special admission must make their own hotel arrangements and will not receive any reimbursement from the Institute for the hotel expenses they incur as a result of attending the seminar.

*Note: Incidental charges (e.g., room service, laundry service, parking, pay-per-view movies, and so on) are not covered by the Institute and are solely the responsibility of the hotel room’s occupants.

For information about how to apply for admission to a seminar, see item #7 on the Institute’s Frequently Asked Questions (FAQ) webpage.

For information about how to check the status of your application for admission to a seminar, see item #8 on the Institute’s Frequently Asked Questions (FAQ) webpage.
11. **What meals are provided at the UNLV TRiO Training Institute’s seminars?**

Please see the response to item #10 on the Institute’s Frequently Asked Questions (FAQ) webpage.

12. **On which nights does the UNLV TRiO Training Institute provide rooms at the seminar hotel?**

Please see the response to item #10 on the Institute’s Frequently Asked Questions (FAQ) webpage.

13. **What does it cost to stay at the seminar hotels?**

Persons granted standard admission to a seminar stay at the seminar hotel at no cost, in accordance with item #10 on the Institute’s Frequently Asked Questions (FAQ) webpage.

The UNLV TRiO Training Institute will not provide a hotel room at the seminar hotel or any other location for persons granted special admission to the seminar. Moreover, the UNLV TRiO Training Institute has not obtained any special room rates or established any room block for persons granted special admission.

14. **If I am admitted to a UNLV TRiO Training Institute seminar, what must I do to reserve a room at the seminar hotel?**

If you have been granted standard admission to a seminar, you do not need to make reservations for the nights that the Institute will provide a hotel room to you. (See item #10 on the Institute’s Frequently Asked Questions (FAQ) webpage to find out, for each seminar, on which nights the Institute provides hotel rooms to persons granted standard admission.) The UNLV TRiO Training Institute will be arranging your accommodations for these nights. Please do not contact the hotel directly regarding these nights. The hotel will have no reservation in your name until just prior to the seminar event.

If you have been granted special admission, you will need to make your own reservations directly with the seminar hotel or another hotel. The UNLV TRiO Training Institute has not obtained any special room rates or established any room block for persons granted special admission.

15. **If I am granted standard admission to a UNLV TRiO Training Institute seminar, on what other dates can I stay at the seminar hotel or another hotel?**

The UNLV TRiO Training Institute will not make any room reservations or pay for any hotel room nights other than those specified in item #10 on the Institute’s Frequently Asked Questions (FAQ) webpage.

The UNLV TRiO Training Institute has obtained no special codes or room rates for any of its 2016 seminars.
16. **What must I do if I am admitted to a UNLV TRiO Training Institute seminar and then find out that I cannot go?**

Personally inform the UNLV TRiO Training Institute by e-mail (triotraining@unlv.edu) that you will not be attending the seminar and that you surrender your seminar seat. Please include your application number in this correspondence. Please do not ask another person (e.g., an administrative assistant) to cancel on your behalf. **We cannot process notices of cancellation received from third parties.**

Note: If you are a "no show" for a seminar (i.e., you are granted admission to a seminar, but you do not attend and you do not personally inform the UNLV TRiO Training Institute, at least one week before the seminar, that you will not be attending), your opportunities to be admitted to future UNLV TRiO Training Institute seminars may be adversely affected.

17. **If I am granted standard admission, with whom must I share my room at the seminar hotel?**

No one. Each person granted standard admission gets his or her own room.

18. **If I am granted standard admission, with whom can I share my room at the seminar hotel?**

Anyone. However, the UNLV TRiO Training Institute will not provide assistance with finding roommates. Moreover, the Institute cannot guarantee you will have any particular bed configuration (e.g., two twin-size beds instead of a queen-size bed). Specific room assignments are made by the hotel at check-in, based on the availability of rooms that match your bed-configuration preferences. Finally, the Institute will not cover any costs associated with multiple occupancy of your room.

19. **If I am placed on a waiting list for Standard Admission, how long will it be before I am admitted?**

There is no way to know. The speed at which persons on the waiting list are granted standard admission to a seminar depends on a variety of factors, including how rapidly previously admitted persons surrender their seminar seats and the space available in the breakout group(s) to which you would be assigned based on your program type and experience level. There is no guarantee that a person on the waiting list will eventually be admitted to a seminar.

However, you can request to be removed from the waiting list and granted special admission by sending an e-mail message to triotraining@unlv.edu at least 30 days in advance of the event. Be sure to include your application number in the request. You will:
- Be granted special admission if special admission seminar seats are available.
- Remain on the waiting list if no special admission seminar seats are available.

Note: If you are granted special admission, the UNLV TRiO Training Institute will not provide a hotel room for you. You must make your own hotel arrangements, and you will not receive any reimbursement from the Institute for the hotel expenses that you incur as a result of attending the seminar.
DO NOT make any travel plans before you are granted standard admission or special admission.

20. **How can I switch places with someone who has already received Standard Admission or Special Admission if that person can no longer attend the seminar?**

There is no way to switch places with someone who has already received admission. The UNLV TRiO Training Institute decides to whom surrendered seminar seats are assigned. There are no substitutions or replacements.

21. **How can I apply and be admitted onsite to a seminar?**

You can submit an application onsite at the beginning of a seminar. Eligible, on-site applicants will be granted special admission if special admission seminar seats are available in their respective program (e.g., SSS) and experience (e.g., Novice) breakout-group categories. Please note that there is no way for the Institute to guarantee that seats will be available for all or any on-site applicants in any given seminar.

Note: If you are granted special admission, the UNLV TRiO Training Institute will not provide a hotel room for you. You must make your own hotel arrangements, and you will not receive any reimbursement from the Institute for the hotel expenses that you incur as a result of attending the seminar.
FAQs about WEBINAR ONLY

22. **What kind of computer hardware and software and internet connectivity do I need to participate in the webinar?**

For information about the computer hardware and software and internet connectivity needed to participate in the webinar, please visit the following website:

http://support.citrixonline.com/webinar/all_files/G2W010003

23. **If I am granted admission to the webinar, how do I access the event on 2/3/16 and 2/4/16?**

Prior to 2/3/16, detailed instructions will be emailed to all persons granted admission to the webinar.

For information about how to apply for admission to the webinar, see item #7 on the Institute’s Frequently Asked Questions (FAQ) webpage.

For information about how to check the status of your application for admission to the webinar, see item #8 on the Institute’s Frequently Asked Questions (FAQ) webpage.

24. **Can I apply to both the Winter 2016 seminar and the Winter 2016 webinar?**

Yes. However, you cannot be granted admission to both events. Furthermore, if you apply to both events and are admitted to one of them, your application to the other event will be automatically cancelled.

For information about how to apply for admission to the webinar, see item #7 on the Institute’s Frequently Asked Questions (FAQ) webpage.

For information about how to check the status of your application for admission to the webinar, see item #8 on the Institute’s Frequently Asked Questions (FAQ) webpage.

25. **If I am placed on the waiting list for the webinar, how long will it be before I am admitted?**

There is no way to know. The speed at which persons on the waiting list are granted admission to the webinar depends on a variety of factors, including how rapidly previously admitted persons surrender their webinar seats and the space available in the breakout group(s) to which you would be assigned based on your program type. There is no guarantee that a person on the waiting list will eventually be admitted to the webinar.
26. **What must I do if I am admitted to the webinar and then find out that I cannot participate?**

Personally inform the UNLV TRiO Training Institute by e-mail (triotraining@unlv.edu) that you will not be participating in the webinar and that you surrender your webinar seat. Please include your application number in this correspondence. **Please do not ask another person (e.g., an administrative assistant) to cancel on your behalf. We cannot process notices of cancellation received from third parties.**

Note: If you are a "no show" for a webinar (i.e., you are granted admission to the webinar, but you do not participate and you do not personally inform the UNLV TRiO Training Institute, at least one day before the webinar, that you will not be participating), your opportunities to be admitted to future UNLV TRiO Training Institute events may be adversely affected.

27. **How can I switch places with someone who has already received admission if that person can no longer participate in the webinar?**

There is no way to switch places with someone who has already received admission. The UNLV TRiO Training Institute decides to whom surrendered webinar seats are assigned. **There are no substitutions or replacements.**