



2016

2017

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**1. When are the UNLV TRiO Training Institute's 2016-2017 events? At what time does each event begin and end?**

In 2016-2017, the UNLV TRiO Training Institute will hold only one event: an **Absolute Priority #2** (*Budget Management and Statutory/Regulatory Requirements*) seminar on February 14-16, 2017, in **Las Vegas, NV**. The seminar begins at 12:00 PM on February 14 and concludes at 2:00 PM on February 16.

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**2. Where can I find information about other TRiO Training opportunities, especially in Absolute Priorities #1, #3, #4, #5, and #6?**

The most recent information regarding TRiO Training appears at <http://www2.ed.gov/programs/triotrain/opportunities.html>

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**3. Where will the UNLV TRiO Training Institute's 2016-2017 events be held?**

The UNLV TRiO Training Institute will hold its Winter 2017 **Absolute Priority #2** (*Budget Management and Statutory/Regulatory Requirements*) seminar at the Tuscany Hotel in **Las Vegas, NV**.

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**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.

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**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.

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**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](mailto: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.

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

On **December 5, 2016**, 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 22, 2016**. Information about applying for admission to this seminar after December 22, 2016, appears in [item #21](#) on the Institute's *Frequently Asked Questions (FAQ)* webpage.

To apply for admission to the **Absolute Priority #2** (*Budget Management and Statutory/Regulatory Requirements*) seminar that will be held on February 14-16, 2017, in **Las Vegas, Nevada**:

1. Visit <https://www.caeo.org/public/tti/>
2. Click on the "Priority 2 Training Event" link;
3. Click on the "Apply for Admission to the WINTER 2017 (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.

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

Go to <http://caeo.unlv.edu/tti.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 was emailed to you and that popped up on your screen after you completed STEP 1. If you completed STEP 1 but did not receive a PDF file, please contact the UNLV TRiO Training Institute via e-mail at [triotraining@unlv.edu](mailto: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.

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## 9. Can I arrive at the seminar late or leave the seminar early?

If you are admitted to the seminar, you are expected to attend all sessions.

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

To all persons granted standard admission to the UNLV TRiO Training Institute's Winter 2017 **Absolute Priority #2** seminar on **February 14-16, 2017**, in **Las Vegas, Nevada**, the Institute will provide:

- A hotel room at no cost\* at the [Tuscany Hotel](#) for the nights of February 14 and 15, 2017; and
- Continental breakfast and lunch at no cost on February 15 and 16, 2017.

Persons granted special admission to the 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 the 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 the seminar, see [item #8](#) on the Institute's *Frequently Asked Questions (FAQ)* webpage.

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

Please see the response to [item #10](#) on the Institute's *Frequently Asked Questions (FAQ)* webpage.

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## 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.

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

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.

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**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 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.

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**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 its 2017 seminar.

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**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](mailto: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.

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**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.

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**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.

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**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](mailto: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.

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**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.

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**21. How can I apply and be admitted onsite to the 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.

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