

2018 New England School of Best Practices in Addiction Treatment

NEW ENGLAND
SUMMER SCHOOL OF
ADDICTION STUDIES

AdCare | EDUCATIONAL
INSTITUTE INC



Congratulations on your registration to the 26th Anniversary New England School of Best Practices in Addiction Treatment! We are looking forward to seeing you at the program, which will be held August 27 – 30, 2018 in Waterville Valley, New Hampshire. Staff members at AdCare Educational Institute of New England, the region's state substance use disorder agencies, and Waterville Valley have been busily preparing for your time at the school. On behalf of the board, staff, planners, and faculty, welcome! We look forward to welcoming back alumni, and to welcoming new participants to this unique intensive program in the beautiful White Mountains!

This email contains information that will help you prepare for your stay, including directions and many logistical details.

- **Please refer to the materials provided below for program check in (Sunday, 8/26 from 5:00 – 6:00 p.m. and Monday, 8/27 from 7:30 a.m. – 8:00 a.m.) Program check in will not begin prior to the stated times, as staff are also traveling to the site, unpacking event supplies, and setting up for your program prior to check in.**

- Breakfast, lunch, program check in, and nearly all program activities take place at the Conference Center (56 Packard's Way, Waterville Valley, NH). There is a large sign in front of the building. Refer to the Waterville Valley map on the link later in this email.

IF YOU ARE ARRIVING SUNDAY EVENING (August 26):

When you arrive, check into your hotel (Town Square Condominiums, Valley Inn, Silver Fox, Golden Eagle or Black Bear Lodge). You can normally check into your hotel or condominium beginning at 4:00 p.m.

- Once you are settled into your room, check in with New England Institute staff for the School program anytime from 5:00 - 6:00 p.m. at the Waterville Valley Conference Center, in the main level lobby.
- All participants are welcome to attend the Sunday Evening Plenary Session at the Conference Center from 6:00 – 8:00 p.m. (2 contact hours are available for those who attend.)

Town Square Guests: Follow the signs within the Town Square Complex to the Town Square Front Desk. Although your Town Square lodging is paid to AdCare Educational Institute of New England, when you check in, you will be asked to leave your credit card number with the front desk as a guarantee against incidentals.

IMPORTANT NOTE: Town Square Check In ends at 9:00 p.m.! If you arrive late, look for check in instructions on the Town Square Front Desk door.

IF YOU ARE ARRIVING MONDAY MORNING (August 27):

Check in with New England Institute staff for the School program between 7:30 a.m. – 8:00 a.m. on the main level lobby of the Conference Center.

Monday Schedule Highlights:

A breakfast buffet for participants will be available in the Conference Center from 7:00 - 8:00 a.m.

Classes begin at 8:00 a.m.

12:00 - 1:00 p.m. – Lunch

1:00 – 2:15 p.m. – Keynote Presentation: "Shifting Paradigms and Baking Evidence-Based Practices into Routine Care through Innovative Technologies" - *Linda Dimeff, Ph.D., President and Chief Scientific Officer at Evidence-Based Practice Institute, Inc., Institute Director at Portland DBT Institute, and Clinical Faculty in the Department of Psychology at the University of Washington*

2:30 p.m. - Classes resume until 5:30 p.m.

5:30 p.m. – 6:00 p.m. – Appetizer Reception

6:00 p.m. On – Free Time / Dinner On your Own

7:30 p.m. – 8:30 p.m. – Support Groups Available

IF YOU ARE ARRIVING LATER IN THE WEEK:

Classes begin at 8:00 a.m. each day. On Tuesday, Wednesday, or Thursday morning, check in with New England Institute staff for the School program between 7:40 am - 8:00 am in the Conference Center Lobby. If you arrive the day before your class and wish to check in then, look for us during the program day in the Conference Center Lobby.

ADDITIONAL SCHEDULE INFORMATION:

To view all schedule details and contact hours for each day, please click on the link below, or paste the address into your web browser:

https://www.neias.org/page/2018_BP_WeekSchedule

PROFESSIONAL CERTIFICATION AND CONTACT HOURS:

Professional certification is available for addiction counselors and licensed mental health counselors, and application has been made for social worker professional certification. If you are a Certified Employee Assistance Professional and will be completing an individual post-event PDH form, or if you are another professional submitting through your own process, please let us know if you need any additional information from us for your submission. Up to 31.5 contact hours are available for those attending all courses AND plenary sessions, including Sunday, Tuesday, and Wednesday evening sessions.

DIRECTIONS AND MAPS:

Important note about Internet and GPS driving directions - When solely using GPS or Internet directions, several people during the past few years have ended up on logging roads, gated ski mountain roads, etc. and wasted lots of time. It's best to cross reference any of that information with these Waterville Valley provided directions.

GPS Users:

Double check the directions you receive against the written directions provided.

The Conference Center is located at 56 Packards Road in Waterville Valley, NH.

Access the Resort via Route 49/Valley Rd., Waterville Valley, NH 03215. You will then take a left onto Packards Road, and the Conference Center will be located about 1/4mi. down on the right (parking lot is located on the left).

Driving directions to Waterville Valley are pasted at the end of this email.

Directions and some Waterville Valley maps may also be downloaded at:

<https://c.ymcdn.com/sites/neias.site-ym.com/resource/resmgr/Docs/DirectionstoWVValley.pdf>

<https://c.ymcdn.com/sites/neias.site-ym.com/resource/resmgr/Docs/TownSquareVillagemap.pdf>

https://cdn.ymaws.com/www.neias.org/resource/resmgr/bestpractices18/resortmap_13x8_summer_2018_w.jpg

YOUR PERSONALIZED REGISTRATION INFORMATION:

Your Personalized Confirmation Itinerary:

An additional email reviewing your course assignments and individual registration details will be sent to you by Wednesday.

Your event itinerary was initially emailed to you automatically from the New England Institute of Addiction Studies (neias@neias.org) in an email titled "Thank you for registering for the event" when you registered online. If you still have this email, you may view it again by clicking on the link in your original email, and any changes made in the meantime will be reflected.

We may be in touch with you over the next few days if there are any final questions about your registration details. Your quick response will help us prepare for your stay.

Please notify us immediately of any requested changes by e-mailing us at neias@neias.org or calling us at 207-621-2549. We are processing a huge volume of information to prepare for your stay, so it is much easier to make changes NOW than on site...thank you!

Cancellations, Refunds, and Replacements:

If you will not be attending the school, please let us know immediately, as we are planning on you, and are still receiving applications from people who would like to attend. The stated refund deadline ended at the end of the day on Friday, August 17th, but we will extend this through noon on Wednesday, August 22. Agencies may replace an attendee. Please contact us immediately if a replacement is being made.

Special Accommodation Needs:

The personalized itinerary mentioned above should note any accommodations/ special needs that were submitted with your online registration. Please advise us IMMEDIATELY of any special accommodation or food allergy requests that are not reflected. There is sufficient accessible program space available to accommodate participants' needs, but we must know your needs now to ensure that arrangements have been made.

Your Personalized Payment Information:

Invoices for any balances due were emailed last week.

Also, your Best Practices School invoice (or receipt) was emailed to you automatically from the New England Institute of Addiction Studies (neias@neias.org) in an emailed titled “AdCare Educational Institute of New England - Thank you for your order” when you registered online, or, more recently, in an email titled “AdCare Educational Institute of New England - Order Invoice/Receipt.”

You may view that information again by clicking on the link in your original email, and any changes or payments made in the meantime will be reflected.

- In most cases, any state scholarships have already been applied to your account.

- **If your tuition balance has not yet been paid in full or guaranteed for the full amount through a scholarship source or your employer, you are liable for the balance now.** Full payment or an email providing agency billing authorization or a purchase order **MUST** be provided prior to the program.
- Payment can be made by check, cash, Mastercard/Visa/Discover authorization, money orders, or agency purchase orders or agency letters or emails authorizing billing may be sent. You may call us at 207-621-2549 to make a credit card or debit card payment through August 23rd. Our staff may be emailing you separately with any specific questions.
- **Checks should be mailed to: AdCare Educational Institute of New England, PO Box 742, Augusta, ME, 04332. Checks are payable to AdCare Educational Institute, Inc. Purchase orders or agency billing authorization letters may be emailed to janet@neias.org or faxed to 207-623-0556. PLEASE NOTE THAT OUR NAME WAS CHANGED LAST SUMMER, AND OUR MAILING ADDRESS HAS CHANGED SINCE 2014!**
- Be sure that checks and purchase orders reference your name and Best Practices School registration.
- If your agency is not certain that your check can be cut and mailed to arrive in our office by August 23rd, to avoid having to pay at the program, please have a supervisor or financial contact email a note or purchase order to janet@neias.org to authorize that your agency will pay for your amount due.

CANCELLATION AND REFUND POLICY REMINDER:

Cancellations received by noon on Wednesday, August 22 are fully refunded. Written cancellations may be emailed to neias@neias.org, or call 207-621-2549. **SPECIAL NOTE TO AGENCIES PAYING TUITION:** Registrations secured by purchase order or agency authorization letter will be liable for the cancellation and refund policy. Agencies may replace attendees with another staff member; please see below.

Registration Substitutions:

Written substitutions may be e-mailed to neias@neias.org, or call our office at 207-621-2549. Please clearly state who is replacing whom. The substitute is required to register online at the time a written substitution is being submitted. Substitutes wishing to replace scholarship recipients **MUST** check with their scholarship funding source.

CERTIFICATES AND ONLINE EVALUATION PROCEDURE:

Contact hours for plenary sessions, evening presentations, and classes will only be awarded to participants who were in attendance. You will also be asked to sign a statement verifying your attendance and/or to sign in. Attendance is monitored, and we can only award contact hours for the sessions that you sign into.

- You will complete your evaluation online after the program. Our credentialing bodies require that we collect this participant evaluation information for each individual. Certificates will be emailed to you within two weeks of receiving your completed evaluation. The website address for the online evaluation form will be provided on site and in an email immediately following the program. Please let us know if you have a re-licensure deadline approaching soon, and we will make sure that you have an official attendance verification letter or certificate prior to that date.
- We will also send follow up paperwork to complete for our colleagues from the New England Addiction Technology Transfer Center, a sponsor that provides funding to support many aspects of the program.

IF YOU SIGNED UP FOR TOWN SQUARE HOUSING:

- Your housing request is noted on the individualized itinerary mentioned earlier. The Town Square condominiums include three bedrooms, a living room, a full kitchen, and 2 shared bathrooms. If you have requested a room in Town Square, you will have a bedroom to yourself, and two other participants will be staying in the other bedrooms in your condo. There are some stairs leading to the Town Square condo entrances; please contact us immediately if you need to minimize the number of stairs for a medical reason or if the Town Square shared condo situation will not work for you.
- The cost of your Town Square lodging is included in your amount due. This cost is non-refundable after noon on Wednesday, August 22.

IF YOU ARE STAYING AT ONE OF THE 5 HOTELS WITHIN WATERVILLE VALLEY:•

• Hotels, phone numbers, links, and group rates are provided in the "Lodging" section of our Best Practices web page at:

https://www.neias.org/page/BP18_Lodging

- If you have not done so already, call the phone numbers or follow the links to reserve rooms and note that you are with the AdCare Educational Institute of New England Institute group. Rates include taxes.
- All hotels are within walking distance of the conference center, or ample parking is available for those wishing to drive. Additional details about the various lodging facilities can be found by using the links to their web sites.
- Important note about Activities or All Inclusive Amenities Passes: All inclusive Amenities Passes for all resort activities may be requested for an additional price when you reserve a room at the Silver Fox Inn or the Valley Inn. If you wish to reserve a room that includes an activities pass, your rate will be higher. Inquire at reservation time. In most cases, it is more cost effective to "pay as you go" for individual activities.

IF YOU ARE SEEKING ALTERNATIVE LODGING:

The website below has additional lodging links and campgrounds options outside of the Waterville Valley Resort. **This website covers a very large region, so be sure to check on distance from Waterville Valley before booking.**

<https://www.visitwhitemountains.com>

PHONE CONTACT:

Phone messages may be left at your place of lodging or with the New England Institute for its message board during the program day. A temporary New England Institute cell phone will be on site from Sunday evening through Thursday, and during the program, that phone number will be 207-213-5050.

MEALS:

- Your school tuition covers breakfast, lunch and morning coffee breaks each day that you attend the program. In addition, there is a Monday evening appetizer reception right after class and a Wednesday dessert social before the evening plenary.
- You will be responsible for your own dinner. There is a variety of eating establishments at varying prices within the resort. Information is available in hotel lobbies and at the New England Institute help Desk.

RECREATIONAL ACTIVITIES:

Classes will end by 3:15 p.m. on Tuesday and Wednesday so you can enjoy outdoor activities or Town Square activities.

If you'd like to learn more about Waterville Valley, refer to <http://www.waterville.com/>.

Activities are listed at <http://www.waterville.com/summer-activities>.

A number of activities are available on a pay as you go basis, including bike rentals, disc golf, climbing tower, ski lift rides, and more:

- [Adventure Center](#) - 603-236-4666
- Waterville Valley Tennis Center - 603-236-4840
- Waterville Valley Golf Club (9 holes, for all abilities) - 603-236-4805
- Indoor Ice Arena - 603-236-4813

All activities are subject to seasonal availability and change of operation days/hours of operation.

*** Important note about All Inclusive Amenities Passes:** All inclusive Amenities Passes for these and other activities may be requested for an additional price when you reserve a room at the Silver Fox Inn or the Valley Inn. If you wish to reserve a room that includes an activities pass, your rate will be higher. Inquire at reservation time. In most cases, it is more cost effective to "pay as you go" for individual activities.

The Town Square includes several specialty shops, a small general store, and restaurants. Further information is available at:

<http://www.waterville.com/dining-shopping>

DRESS:

Dress at the program is casual to business casual, so pack for comfort. **We strongly recommend layers!** You might bring a sweater, jacket, or raincoat in case of inclement weather. Most rooms in the Conference Center are air conditioned, so we recommend you bring a sweater to class. On nice days, our group usually enjoys lunch in the Conference Center's scenic backyard under the tent, which can be warm at mid-day. Mornings and evenings may be cool in this area. Also, pack clothing and

equipment needed for free recreational time, such as bathing suits, tennis rackets, golf clubs, bikes, hiking, etc.!

INTERNET ACCESS:

The Conference Center, hotels and condominiums offer Internet access.

RESORT TERRAIN:

You can drive from the hotels/condominiums to the Conference Center within a few minutes, and there is plenty of parking. It is also a relatively short walk from the Waterville Valley hotels/condominiums to the Conference Center, where programs will be held. If you have difficulty with mobility, please call us so we can work with you to address your needs.

TRAVEL AND TRANSPORTATION INFORMATION:

Very limited bus transportation is available through Greyhound to Plymouth, NH, which is about a half hour from Waterville Valley. Plymouth Town Taxi provides cab service between Plymouth and Waterville Valley. Make a reservation for a cab ride ahead of time by calling 603-536-8294. If you are flying in to Manchester, New Hampshire, several rental car companies are also at the airport. Further information may be found at: <http://www.flymanchester.com>.

Royal Airport Service can be scheduled in advance to provide airport transportation by calling 800-494-0508.

ADDITIONAL EMAIL COMMUNICATIONS ABOUT THE PROGRAM:

Any additional updates or questions for you will be emailed to this email address between now and the school. Your certificate will be emailed to this email address within two weeks of receipt of your completed online evaluation. We suggest you check this email address periodically until registration. **Please be sure that neias@neias.org is in your address book and "safe sender" or white list to ensure that you receive all email communications.**

SEE YOU SOON!

If you will not be attending the school, please let us know immediately, as we are still receiving applications from people who would like to attend.

We are still accepting registrations if you have colleagues who are interested in signing up to attend any courses at the program.

We hope that your time in Waterville Valley is enjoyable and professionally fulfilling. In the meantime, if you have any questions, concerns or changes, please contact us at the New England Institute at 207-621-2549 or neias@neias.org.

Until we meet, during the program, and after, please “Like” our Facebook page and keep in touch on social media:

- Facebook: <https://www.facebook.com/AdCareNEtraining> or
- Twitter at: <https://twitter.com/neiastraining>.
- Best Practices discussions may be tweeted using the hashtag: #NEBestPractices.

Thank you for your commitment to professional development for the very important work you do. We wish you safe travels, and we look forward to seeing you soon! We hope that your time at the Best Practices School is informative and rejuvenating.

Sincerely,

Denise Adams, Director of New England Programs

Janet Weymouth, Fiscal Manager

AdCare Educational Institute of New England

(formerly New England Institute of Addiction Studies)

207-621-2549

neias@neias.org

www.neias.org

DIRECTIONS TO WATERVILLE VALLEY, NEW HAMPSHIRE:

This information is also provided in a downloadable format earlier in this email, in case of formatting issues.

Waterville Valley is located in New Hampshire's White Mountain National Forest.

Important note about Internet and GPS driving directions: When solely using internet directions, several people during the past few years have ended up on logging roads, gated mountain roads, etc. and wasted lots of time. It's best to cross reference any of that information with the Waterville Valley provided directions below...and perhaps bring along an "old-fashioned" map or gazetteer!

GPS Users:

Double check the directions you receive against the written directions provided.

The Conference Center is located at 56 Packards Road in Waterville Valley, NH.

Access the Resort via Route 49/Valley Rd., Waterville Valley, NH 03215. You will then take a left onto Packards Road, and the Conference Center will be located about 1/4mi. down on the right (parking lot is located on the left).

From Hartford, CT: 195 miles, 4 hours

Take I-84 to Mass. Turnpike (90) to I-290 to I-495 N to I-93 N to Exit 28, then 11 miles via Rt. 49 to resort village. Follow signs to Tecumseh Rd., the Conference Center, and lodging.

From Portland, Maine: 107 miles, 2.45 hours

Take Rt. 202 to Rt. 25 to Rt. 25B to Rt. 3 to I-93 North to Exit 28, then 11 miles via Rt. 49 to resort village. Follow signs to Tecumseh Rd., the Conference Center, and lodging.

From Boston, MA: 130 miles, 2.25 hours

Take I-93 N to Exit 28, then 11 miles via Rt. 49 to resort village. Follow signs to Tecumseh Rd., the Conference Center, and lodging.

From Portsmouth, New Hampshire:

Rt. 4 to Concord, NH, I-93 North to Exit 28, then 11 miles via Rt. 49 to resort village. Follow signs to Tecumseh Rd., the Conference Center, and lodging.

New York, NY: 325 miles, 6 hours

Take I-95 to I-91 to I-84 to Mass. Turnpike to I-290 to I-495 to Rt. 3 N to I-93 N to Exit 28, then 11 miles via Rt. 49 to resort village. Follow signs to Tecumseh Rd., the Conference Center, and lodging.

Providence, RI: 160 miles, 2 1/2 hours

Take Rt. 1-95 to 128 to Rt. 3 to 1-93 N to Exit 28, then 11 miles via Rt. 49 to resort village. Follow signs to Tecumseh Rd., the Conference Center, and lodging.

From Burlington, VT: 125 miles, 2.45 hours

Take I-89 South to Exit 17 to Rt. 4 to Rt. 118 to Rt. 25 to I-93 North to Exit 28, then 11 miles via Rt. 49 to resort village. Follow signs to Tecumseh Rd., the Conference Center, and lodging.

From Manchester, New Hampshire Airport: 70 miles, 1.25 hours

Take I-93 North to Exit 28, then 11 miles via Rt. 49 to resort village. Follow signs to Tecumseh Rd., the Conference Center, and lodging.

From Logan Airport, Boston, MA: 130 miles, 2.25 hours

Take I-93 North to Exit 28, then 11 miles via Rt. 49 to resort village. Follow signs to Tecumseh Rd., the Conference Center, and lodging.

Items that You May Want to Bring:

- Cell Phone
- Chargers and cords for phones and devices
- Money for vending machines
- Pens/paper
- Business cards
- Comfortable Shoes
- Sneakers
- Clothes for inclement or cold weather (mornings and evenings can be cool in Waterville Valley, and most meeting rooms are air conditioned)
- Sweater
- Jacket

- Umbrella
- Clothes for hot weather
- Swim suit
- Sports clothes
- Tennis racquets
- Golf clubs
- Musical instruments
- Bike (+ lock)
- Bathrobe
- Flip Flops
- Medications

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