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Register now to ensure your place at the 2016 National Law Enforcement Training on Child Exploitation

Register now!

If you haven't already done so, we encourage you to make your lodging reservations now!

Registration FAQs

Participant Eligibility

This event is limited to members of law enforcement agencies and prosecutors' offices. Eligible individuals wishing to attend must obtain approval from their agency prior to registering. As a courtesy, we will send notification of registration to both the registrant's agency supervisor and the local ICAC Task Force Commander. Contact information for these individuals will be collected during registration and will be used to confirm eligibility.

You will not be prevented from attending the event if you do not belong to a Task Force or affiliated agency. However, if you do not belong to an affiliated agency, we strongly recommend that you contact your regional ICAC Task Force agency to explore the benefits associated with Task Force membership. If you are unsure which Task Force agency to select, please review the ICAC Task Force agency contact list prior to registering. Once you select your regional Task Force, you will be asked to select your agency from a list of agencies who are officially affiliated with the Task Force. If your agency does not appear in the list, please select one of the other options.

Federal Agency Participants:

United States Department of Justice registrants are subject to approval by their component agencies. Registrants will be notified via email of the status of their registration. You should not book any non-refundable travel until you have received formal confirmation that you have been approved to attend.

Federal agencies that have a signed written agreement with a specific Task Force should select that Task Force under the "Task Force Agency Information" section of the registration process, and then select their agency from the list of affiliate agencies for that Task Force.

Federal agency participants who do not have a signed written agreement with a specific Task Force should select the ICAC Training & Technical Assistance Program under the Task Force Agency Information section during registration and then select, "My agency does not have a signed written agreement with our regional ICAC Task Force agency" option.

Participants from US Territories & International Participants:

Select the ICAC Training & Technical Assistance Program under the Task Force Agency Information section during registration and then select "My agency does not have a signed written agreement with our regional ICAC Task Force agency"

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Registration Information

Use the "On-line Registration" link (above) to also update your information or cancel your attendance.

Fees: Attendance is free to all eligible participants.

Process: Participants must register for the training event online and will then receive a system-generated e-mail receipt. All registrations are reviewed to ensure participant eligibility (see below). Once eligibility to attend has been verified and lab classes have been finalized, a second e-mail will be sent confirming attendance. If there is a question about eligibility, the e-mail will instead address the issue(s). *E-mail will be our primary method of contact; please*

ensure an accurate e-mail is provided whenever requested.

Registration entitles participants to attend as many lecture workshops as they wish. Participants may pre-register online for a computer lab session to guarantee a seat; instructions for lab registration will be included in the confirmation e-mail. **After pre-registering for a computer lab session, you will receive an e-mail listing your selection; please bring this e-mail with you to the training.** There is no need to complete the lab pre-registration phase of the process if you wish to attend only lecture sessions.

Attendance Policy

Attendance Requirements: Participants are expected to attend the entire event. Attendees who have pre-registered for a lab but fail to arrive prior to the start of the class will forfeit their seat in that class. Vacant seats will be allocated on a "first come, first served" basis to participants wishing to check in at the beginning of a class.

Cancellation Policy: Participant cancellation must be made using our registration web site. Log into the system using your Student ID and Password. Click on "My Classes" and then click on the "Drop" button next to the ICAC National Conference entry.

Substitute Attendee Policy: Substitute attendees are not allowed.

Onsite Registration

Eligible participants (as defined above) will be able to register onsite. Lab session attendance will be allowed based on availability; seats not reserved during pre-registration will be filled on a "first come, first served" basis on the day and at the time the session is scheduled. Information with regard to available lab sessions will be made available at the Registration Booth.

Eligible participants who register onsite will also be allowed to attend any lecture session. While participants will be allowed into sessions, there is no guarantee that onsite registrants will be provided event materials, as these are available on a limited basis.



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2016 National Law Enforcement Training on Child Exploitation

April 19-22, 2016 | Sheraton Atlanta | Atlanta, GA

LODGING COSTS

Participants will be responsible for all lodging costs. Your credit card will not be charged upon making a reservation, but will be charged upon check-out or for failure to cancel the room in a timely manner. Please see the hotel's website to learn more about the cancellation policies.

Tax Exemption: Federal employees must bring completed Occupancy and Sales Tax Exemption Forms with them to qualify for tax exemption. Individuals traveling with a Federal credit card will be exempted from both of these Taxes; individuals traveling on a personal card will receive exemption for the Occupancy Tax but not the Sales Tax, as this is a state and not federal tax.

IMPORTANT: Please have proof of government employment available at the time of check-in. **Effective July 1, 2015 the state of Georgia implemented a state hotel-motel fee of \$5 per night on each calendar night a hotel room is rented. This fee is not included in the \$138/night rate for each hotel listed below.**

Click on a hotel name below to make your lodging reservation or to learn more about each property.

Hilton Atlanta



The Hilton Atlanta is located just one and a half blocks from the host hotel.

Address: 255 Courtland Street NE, Atlanta, GA 30303

Cost: \$138/night plus taxes and a \$5 per night hotel/motel fee mandated by the state of Georgia, for single and double occupancy.

[Make Your Online Reservation Here](#)

***The reservation deadline is Tuesday, March 29th. We cannot guarantee room availability after this date.**

Ground Transportation:

M.A.R.T.A. (Metro Atlanta Rapid Transit Authority):

Fee: \$2.50

Travel Time: 20 minutes

The hotel is located on the MARTA line at Peachtree Center Station — one block walking distance from the hotel.

Taxi:

Fee: \$30 flat rate for one passenger, plus \$2 per additional passenger. An additional fee may apply for excessive luggage.

SuperShuttle Atlanta

Fee: \$16.50; One-way: \$16.50 per person; roundtrip: \$29 per person.

Parking:

Valet parking is limited on most weekends and during high-demand periods. In-and-out privileges are allowed for valet parking only. Clearance height is 6 feet, 5 inches. Please call the hotel for more information about parking an oversized vehicle.

Self-parking is available at external lots within walking distance of the hotel.

Sheraton Atlanta (Conference Hotel) - SOLD OUT



The Sheraton Atlanta Hotel is the conference hotel for this event and is conveniently located in the heart of downtown Atlanta, surrounded by sensational dining, attractions, and nightlife.

Address: 165 Courtland Street, Atlanta, GA 30303

Phone: 404-659-6500

Cost: \$138/night plus taxes and a \$5 per night hotel/motel fee mandated by the state of Georgia, for single and double occupancy

M.A.R.T.A. (Metro Atlanta Rapid Transit Authority):

\$2.50 per ride. Rail system runs approximately every 10 minutes. Airport pickup at baggage claim, TH Terminal.

Directions to the Sheraton Atlanta Hotel: Take M.A.R.T.A. to the Peachtree Center Station, Stop #N1. Guests should take the north exit and turn left onto Andrew Young International Boulevard. The Sheraton Atlanta Hotel is two blocks ahead on the right.

Taxi Service:

To/From airport fee (approximate): \$30.00 flat fee. Suggested taxi companies include:

- Rapid Taxi: (404) 222-9888
- Checker Cab: (404) 351-1111
- Atlanta Lenox: (404) 872-2600

Parking:

Sheraton Atlanta Hotel: Self and valet parking are offered in both covered and uncovered parking areas. Guests must use their hotel key cards for in and out privileges. Additionally, an electronic vehicle charging station is located within the valet area. Bicycle parking is not available.

- Self parking: Available at a discounted rate of \$7/day
- Valet parking: \$29 per 12 hours