2016 NEW HORIZONS TCC REGISTRATION GUIDELINES

New Horizons is the Virginia Community College System’s premiere professional development conference for faculty and staff members. Registration is now open for this year’s conference. New Horizons 2016 will be held at the Hotel Roanoke and Conference Center in Roanoke, VA from April 13-15, 2016. You are encouraged to register early to ensure that your VCCS registration can be accommodated.

The following VCCS registration and TCC travel request process is required to ensure attendance and subsequent reimbursement:

REGISTRATION:

Complete the VCCS early bird registration by February 11, 2016. Please be aware that after that date, the registration fee will then increase and those individuals who did not make the early bird registration deadline will be personally responsible for the additional fee.

VCCS New Horizons Registration: http://www.cvent.com/events/2016-vccs-new-horizons-conference-participant-registration/event-summary-3ad59ffe8fd4927a3cc03efd86c54c7.aspx

The "Authorized Person" on the online registration form should be Mr. Art Lovelace alovelace@tcc.edu. Check “College Pay” for TCC employees. If you have already registered, please forward your registration confirmation email to Art Lovelace.

Participants should use the online TCC Travel System https://apollo.tcc.edu/pls/apex/f?p=221:LOGIN:767074535890501 to make their travel request. It is the responsibility of the registrant to ensure the request is accurate before submission for approval to his or her dean or supervisor.

10300-110101-00 is the AIS code to enter in the TCC Travel System for the TCC Funded line items for this event. The Travel Request cannot be submitted for approval without an AIS code for each line item listed.

TCC will only fund the following line items:

- $150 Registration fee
- Travel Mileage Reimbursement (.246 cent rate)
- Meal Per Diem for Wednesday dinner and Friday lunch
- Parking costs, if applicable to hotel

One night hotel charge is covered by the VCCS per participant (see Lodging section) Other expenses are on your own or require an alternate funding source.

Any questions regarding your travel request or funding sources for New Horizons should be sent to your local business office.
If you registered but are not able to attend, contact Art Lovelace. Registered individuals that are unable to attend MUST cancel their registration through VCCS to avoid no-show fees being applied to TCC. They must also cancel their reservation with the hotel.

**MEALS AND PER DIEM:**

The $150 early bird registration fee is offered to all TCC employees and will be paid by the TCC College account. Approved attendees will receive conference materials plus the following meals with their paid registration:

- Wednesday, April 13: Opening luncheon and evening reception.
- Thursday, April 14: Breakfast, lunch, reception and dinner.
- Friday, April 15: Breakfast.
- Attendees will be eligible for reimbursement for Wednesday April 13 dinner and Friday April 15 lunch, which are not provided by the Conference. Once requested on the TCC Travel System, the per diem is automatic. No receipts are required per Commonwealth Policy.

**LODGING:**

Each attendee who registers for the conference and makes a lodging registration at the recommended hotels, prior to the VCCS deadline, will be eligible to receive one night accommodations paid by the VCCS.

- The VCCS will cover one night’s lodging and tax for each TCC attendee.
- Employees must book their reservations in the VCCS room block to receive the above coverage.
- Upon check-in you must identify yourself to the front desk staff as attending the VCCS NEW HORIZONS Conference or you will be billed for every night of your stay, which will be considered a personal expense and non-reimbursable.
- TCC and VCCS expects attendees to share a room. With each attendee receiving one night lodging paid by the VCCS, this would result in no Lodging expenses incurred by the attendees.
- In other words, attendees who share a room are entitled to two night’s coverage (one night per employee). The name of the roommate must be listed with the hotel.
- Attendees who book as a single room for more than one night are responsible for funding the second night’s accommodations.
- The VCCS room rate at the Hotel Roanoke and Conference Center for 2016 is $120 per room (single or double occupancy), and includes free Internet. (A parking fee for cars of $8.00/night is the responsibility of the individual driving his or her personal vehicle.)
- Due to the very limited number of rooms at the Hotel Roanoke and Conference Center, there is a room reservation lottery system. The room reservation lottery was created in an effort to make room distribution at Hotel Roanoke as equitable as possible, providing bona fide VCCS registrants time to apply, followed by a random drawing. Please note this lottery is not to win a free room. All registered attendees will receive a VCCS email announcement when the room reservation lottery will open. Winners will be provided with specific instructions for claiming their room reservation.
Please be aware that the Hotel Roanoke has a strict cancellation policy. Check with the hotel for the deadline - after which one night’s room and tax is non-refundable. If you find you must cancel after the cutoff, please contact the VCCS OPD staff Nancy Harris who will arrange to transfer your reservation to a colleague. Otherwise, if you cancel your room with the hotel, your personal credit card will be charged one night’s room and tax which is not reimbursable.

- Additional hotel space will be provided by the VCCS as it becomes needed. Look for communications from the VCCS Office of Professional Development and Nancy Harris.
- Attendees who book a hotel room as a single, use a hotel not included in the VCCS lodging program, or make their travel plans after the defined deadlines will not be reimbursed for any hotel expenses incurred unless pre-approved prior to the event.
- VCCS New Horizons hotel information: [http://newhorizons.vccs.edu/info/hotel-information/](http://newhorizons.vccs.edu/info/hotel-information/)

**TRANSPORTATION AND PARKING:**

Based on the available TCC funding, travel mileage will be funded at the rate of .246 cents per mile from the TCC College account. Reimbursement for travel mileage will require a gas receipt and the parking expense requires notation on the hotel folio or explanation of charges for this event. No charter bus service is provided this year.

**SUMMARY of NEW HORIZON PARTICIPANT TRANSACTIONS AND EXPECTATIONS:**

1. Submit early-bird registration for the New Horizons Conference via the VCCS form.
2. Make hotel reservations at an approved VCCS NEW HORIZONS HOTEL in Roanoke, VA.
3. **ONLY the Registration Fee, Travel Mileage, Wednesday April 13 dinner, and Friday April 15 lunch,** are being paid by the TCC College account.
4. Review your explanation of charges at the hotel prior to checking out and resolve any discrepancies.
   a. The second night of a single occupant room or room charges for attendees who do not identify themselves as VCCS New Horizons participants **WILL NOT BE REIMBURSED** for lodging expenses from this TCC funding source.
5. Complete your online TCC Travel System request and submit it along with your required receipts for review and approval.

**Direct all of your questions to your campus Business Manager or Budget Office for District employees. They will be your points of contact. Enjoy!**