

## **Seminar Preparation**

### **Information regarding Registration, Transportation, Lodging and Meals**

#### **Pittsburgh AAC Language Seminar Series (PALSS)**

The Pittsburgh AAC Language Seminar Series (PALSS) is supported by:  
Semantic Compaction Systems (SCS) and held at the offices of:

Semantic Compaction Systems, Inc., 1000 Killarney Drive, Pittsburgh, PA 15234.

#### **Semantic Compaction Systems provides the following:**

##### **Seminar:**

- The 2 ½ days of training and all training materials are provided free of charge.
- Registration to our seminars is on a first come first served basis and is limited to 25 people.
- At the time a completed registration form is received by us, an email will be sent to you holding a seminar spot. Employer approval/time off must be obtained before we confirm your spot and lodging. At this time, you may book any necessary flights (see Transportation below).
- If applicable, you will earn up to 1.9 ASHA approved CEUs for attending the entire 2 ½ day seminar.



##### **Transportation:**

###### ***If FLYING to Pittsburgh:***

- SCS will reimburse each attendee up to \$150 for total transportation costs.
- Reimbursement is paid at the end of the seminar. An airfare receipt showing flight arrival and departure times and the airfare cost is required and **must be submitted prior to the seminar**. This information is needed so we can know when to expect you and book return transportation.
- Please book your flight to arrive at The Pittsburgh International Airport (PIT) on the day before the seminar (Monday), no later than 9:00 pm., if at all possible. The SCS Residential Complex will be available for check-in on Monday beginning at 3:00pm.
- When departing from Pittsburgh at the end of the seminar, select a flight that departs any time after 3:30 pm on Thursday. You will need to leave the SCS offices about 2.5 hours before your flight.
- Group transportation back to the airport will be arranged and paid for by SCS.



###### ***Ground Transportation From/To Airport to the Lodging***

- There are several transportation options available to get you to the SCS Residential Complex or hotel from the airport.
  - 1. Uber or Lyft** - book using the Uber or Lyft smartphone apps.
  - 2. zTrip** (formerly Yellow Cab) - - Taxis are silver - book online at ([www.pittsburghyellowcab.com](http://www.pittsburghyellowcab.com)), call - 412-777-7777 or hail at the airport.
  - 3. Super Shuttle** van (1-800-258-3826) - You will find a Super Shuttle desk at the airport. You can also call in advance or book online at [www.supershuttle.com](http://www.supershuttle.com).
- Typical zTrip, Super Shuttle, Uber and Lyft fares from The Pittsburgh International Airport to the lodging is around \$30-45. A receipt is required for reimbursement, if applicable (see 1<sup>st</sup> bullet point under Transportation).
- SCS DOES NOT reimburse for taxi/limo, miles, or tolls to/from your local airport.

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#### ***If Driving to Pittsburgh:***

- For individuals outside of the greater Pittsburgh area, SCS will reimburse for total travel expenses not to exceed a total of \$150. Mileage will be reimbursed at the current IRS rate per mile.
- Please arrive in Pittsburgh on the day before the seminar (Monday), no later than 10:00 pm if at all possible. The Guest Houses will not be available for check-in on Monday until 3:00pm.
- Please inform Renee of your approximate arrival time to Pittsburgh. It is vital to our planning process.
- You can leave any time after the seminar is over on Thursday at 12:30pm.
- SCS will provide you with your lodging address 1 week prior to the Seminar.
- If you need help with driving directions, give SCS a starting point address and we will send you directions.



#### **Transportation during/after the Seminar:**

##### ***Transportation from the Semantic Compaction Systems (SCS) Residential Complex to SCS Offices:***

SCS staff and guests with cars will shuttle people to/from the SCS offices and any evening events. If you arrive in a car, you may be asked to help accommodate others.

##### ***Transportation from Hotel to SCS Offices***

Attendees staying at the hotel and who drove will drive each day from the hotel to the SCS offices in the morning and return to the hotel in the evening after the seminar and any evening events. Carpooling is encouraged as well.

#### **Lodging:**

- Lodging is provided free of charge.
- Accommodations include the Monday night before the seminar, Tuesday night, and Wednesday night. Attendees will depart for home after the seminar Thursday afternoon.
- You will be notified **ONE WEEK BEFORE THE SEMINAR** as to your lodging arrangements and address.
- SCS uses three guest houses that are less than 1 mile from the seminar site. Most bedrooms at the guest houses are double occupancy with a shared hall bath; however, some are suites with a double occupancy and a private handicapped accessible bath. There are also a few single rooms with a shared hall bath. You might have to share a room with someone you do not know. If you are uncomfortable with this housing arrangement, you are welcome to choose alternate lodging at your own expense.
- Amenities included in each house: a Common Area (living room, dining room and kitchen), free Wi-Fi, bedding/towels and basic provisions. Hair dryers and clothes irons are available as well. Bring your own toiletries.
- If and when the guest houses are full, SCS may use a local hotel that is less than a 10 minute drive to the seminar. The rooms are double occupancy (2 queen beds) – 2 people per room. SCS pays for the hotel room and taxes ONLY. You will need to provide a credit card for any other charges (e.g., room service, phone, etc.).



##### ***Arrival at the Semantic Compaction Systems (SCS) Residential Complex:***

- a. The neighborhood is in a quiet, safe, suburban residential area.

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- b. Please check-in at the main house: 840 Rolling Rock Road. From there you will be directed to your room in your assigned house.
- c. If arriving AFTER 11 p.m., instructions and a key may be left on the front door of the 840 Rolling Rock Road.
- d. Each House has lighted signage of the house numbers.
  - 840 Rolling Rock Road (*the main House*)
  - 836 Rolling Rock Road (to the RIGHT of the main House when facing the houses)
  - 843 Rolling Rock Road (across the street from the main House)
- e. When arriving late, and throughout your stay, please be conscientious of the other guests in the house.
- f. There is no overnight on-street parking. Staff at the guest houses will assist you with parking in the guest house driveways once everyone arrives.

If you need directions and/or have any other questions, please contact Renee McGough at 412-885-8541 ext. 105 or [rmcgough@minspeak.com](mailto:rmcgough@minspeak.com).

### **Meals**

- Breakfast, lunch, and snacks are provided at the offices of Semantic Compaction Systems. Meals are vegetarian-friendly. Be sure to indicate any dietary needs on your registration form.
- Dinners after the seminar will be provided by SCS and are vegetarian-friendly.
- SCS does not pay for any additional food or drink consumed outside of the sanctioned activities or meals provided.
- If staying at the hotel, SCS will reimburse up to \$15 for dinner per person on Monday night only. Receipts must be turned in to receive reimbursement.



### **Miscellaneous Seminar Information**

- Bringing an AAC device is not required, but if you have access to a PRC device (other than a Springboard) **and** it is not currently being used by an individual, you are encouraged to bring it.
- Bringing a personal laptop and/or iPad is not necessary, but is encouraged.
- For reference during this Seminar, download a recent version of the PASS software (Windows PC based only) to your computer by completing the following steps:
  - a. Go to [www.prentrom.com](http://www.prentrom.com).
  - b. Click on **Support** (across the top of the page).
  - c. In the section on Downloads, select **PASS Demo Software**.
  - d. Click on **Accent Products** or **ECO2**.
  - e. Choose the latest version of the software
- The Houses and the SCS offices have free Wi-Fi for internet access.
- The seminar room is on the second floor of the SCS offices and is accessible using stairs and/or an elevator.
- At the seminar, you will be asked to sign a Release Form giving permission for the sharing of information (name, address, email) among workshop participants, as well as a photo/video release for photographs or video taken while attending PALSS.

