

## **Important Information for: The Pittsburgh AAC Language Seminar Series (PALSS)**

The Pittsburgh AAC Language Seminar Series (PALSS) is supported by: Semantic Compaction Systems (SCS) and held at our office at: 1000 Killarney Drive, Pittsburgh, PA 15234.

Semantic Compaction Systems (SCS) provides the following to our seminars attendees:

### **THE SEMINAR**

- The 2 ½ days of training and all training materials are provided free of charge.
- If applicable, attendees can earn up to 1.9 ASHA approved CEUs for attending the full 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. \*One reimbursement check per vehicle if driving.
- An airfare receipt showing flight arrival and departure times and the airfare cost is required and must be submitted prior to the seminar.
- Please book your flight to arrive at The Pittsburgh International Airport (PIT) on the day before the seminar (Monday), no later than 10:00 pm., if possible.
- The Residential Complex is not available for check-in on Monday before 4:00 p.m. or after 10:00 p.m. unless special arrangements are made prior to the seminar.
- When you arrive at the Pittsburgh International Airport (PIT), it is your responsibility to arrange for a taxi, Uber, Lyft or airport shuttle from the airport to our lodging.
- When departing from Pittsburgh at the end of the seminar on Thursday (12:30 p.m.), select a flight that departs any time after 3:30 p.m. (You will need to leave our office about 2.5 hours before your flight.)
- Group transportation back to the airport will be arranged and paid for by SCS. If you choose not to take our scheduled shuttle(s), transportation is at your own cost.
- We do NOT reimburse for rental cars, transportation, parking or tolls from your home to/from your local airport.

#### **If DRIVING to Pittsburgh:**

- For individuals outside of the greater Pittsburgh area (25+ miles), SCS will reimburse for total travel expenses up to \$150. Reimbursement will be calculated using the current IRS rate per mile and the address you provide.
- Please arrive in Pittsburgh on the day before the seminar (Monday), no later than 10:00 pm if possible.
- The Residential Complex is not available for check-in on Monday before 4:00 p.m. or after 10:00 p.m. unless special arrangements are made prior to the seminar.
- You can leave any time after the seminar is over on Thursday at 12:30pm.
- Transportation to and from the Seminar: We will carpool from the Residential Complex to SCS Offices each day. If you arrive in a car, you may be asked to help accommodate others.
- If we utilize a hotel, the attendees staying at the hotel 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/or any evening events.

## **LODGING**

- Lodging at our Residential Complex is provided free of charge.
- The neighborhood is in a quiet, safe, suburban area.
- Please check-in at the main house. From there you will be directed to your room in your assigned house.
- If arriving AFTER 10 p.m., special arrangements must be made prior to arrival and instructions and a key maybe left on the front door of the main house.
- Each House has lighted signage of the house numbers.
- If arriving late, and throughout your stay, please be conscientious and considerate of the other guests in the houses.
- There is no overnight on-street parking. Staff at the houses will assist you with parking in the driveways once everyone arrives.
- Accommodations include Monday, Tuesday and Wednesday nights only. 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 check-in 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. You might have to share a room with someone you do not know. If you are uncomfortable with this housing arrangement, please let us know, you are welcome to choose alternate lodging at your own expense.
- Included in each house: 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 the guest houses are full, SCS may use a local hotel that is less than a 15-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.).

## **MEALS**

- Breakfast, lunch, snacks and dinner are provided daily by SCS.
- Be sure to indicate any dietary needs on your registration form.
- SCS does not pay for any additional food or drink consumed outside of the sanctioned activities or meals provided.
- A casual meal is provided at the Residential Complex around 6:00 p.m. on Monday.
- If staying at the hotel, SCS will reimburse up to \$15 for dinner per person on Monday night only. Receipts must be turned in Tuesday morning to receive reimbursement.

## **MISCELLANEOUS INFORMATION**

- Registration to our seminars is on a first come first served basis and is limited to 25 people.
- After your completed registration form is received and processed by us, an email will be sent to you holding a seminar spot. Registrations may take a few days to process.
- If needed, employer approval/time off must be obtained before we confirm your spot and lodging. At this time, you may book any necessary flights.
- 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 someone, you are encouraged to bring it.
- Bringing a personal laptop and/or iPad is not required.
- 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:

1. Go to [www.prentrom.com](http://www.prentrom.com).
2. Hover over **PRC Advantage tab** (top of the page on the left)
3. At the bottom of the list click on **PASS**.
4. At the middle of the page click on link: **Download the free PASS software**
5. Choose **NuVoice PASS Software Installation for All Accent Products** download.

- 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 the elevator.
- At the seminar, you will be asked to sign a photo/video release for photographs or video taken while attending PALSS.

## **BASIC SCHEDULE FOR YOUR TIME IN PITTSBURGH**

### **Monday**

Afternoon/Evening                      Out of town attendees to arrive in Pittsburgh. See Transportation information above.

### **Tuesday**

7:30 - 8:00 a.m.                      All attendees to arrive at the offices of Semantic Compaction Systems (SCS).  
Continental style breakfast at SCS.

**8:00 a.m. - 4:30 p.m.\***              Seminar Day

5:15 – 6:00 p.m.                      Dinner at the Main Guest House.

6:00 – 8:30 p.m.                      OPTIONAL: Tour of Pittsburgh.

10:00 p.m.                              Return to Guest Houses or Hotel

\*(1) 15-minute mid-morning break, (1) 45-minute lunch, (1) 15-minute mid-afternoon break.

Evening is free to interact and discuss topics of interest with fellow seminar attendees.

### **Wednesday**

7:30 - 8:00 a.m.                      Breakfast at SCS.

**8:00 a.m. - 4:30 p.m.\***              Seminar Day

5:15 – 7:30 p.m.                      Dinner at the Main guest house and the viewing of “Only God Could Hear Me,”  
followed by a Skype call to an individual who uses AAC.

10:00 p.m.                              Return to Guest Houses or Hotel

\*(1) 15-minute mid-morning break, (1) 45-minute lunch, (1) 15-minute mid-afternoon break.

Evening is free to interact and discuss topics of interest with fellow seminar attendees, occasional piano entertainment is provided.

### **Thursday**

7:30 - 8:00 a.m.                      Breakfast at SCS. Attendees will depart from the office. Bring all belongings with you.

**8:00 a.m. - 12:30 p.m.**              Seminar Day

12:30 p.m. – 1:15 p.m.              Lunch at SCS Offices followed by pre-arranged shuttle to the Airport.

\*(1) 15-minute mid-morning break and a lunch.