

Registration Information

Registration Fees

The registration fee to attend CBMI is:

\$495 if registration is received electronically prior to **July 1, 2009**.

\$570 if registration is received electronically **July 1, 2009 or later**.

Registration applications will only be accepted via On-line Registration located on the SACUBO website. The payment options are as followed: Credit Card, Journal Voucher (University of Kentucky inter-departmental invoice document), KYSS Scholarships, SACUBO Scholarship, Personal Check, & Purchase Order.

For registration instructions, refer to the CBMI website: www.sacubo.org/cbmi

Early registration is recommended. Class size is limited; therefore enrollment in all classes will be handled on a first-come, first-served basis.

The registration fee includes the following items:

- Classroom instruction and course materials
- Continuing education units (CEU transcripts from the University of Kentucky cost \$3)
- Transportation to and from the conference hotels and campus
- Sunday Welcome reception, Monday reception/dance, and Thursday banquet
- Monday box lunch and Tuesday Networking lunch
- Daily continental breakfast, morning and afternoon refreshment breaks

Contact Us

CBMI Office

218 Peterson Service Building
University of Kentucky
Lexington, KY 40506-0005

Fax: (859) 323-8522

E-Mail: cbmi.uk@email.uky.edu

CBMI Federal ID Number: 61-600-1218

Refunds

Registration and optional event fees (meals, golf, etc.) will be refunded less a \$50 cancellation fee if a written cancellation notice is received PRIOR TO July 1, 2009. NO refunds will be given for registration and optional event fees beginning July 1, 2009. Institutions may request a participant substitution in writing. Participant substitution information must be received by the CBMI Office no later than July 15, 2009. For more information regarding refunding, administrative policies, or concerns contact the CBMI Office via email at cbmi.uk@email.uky.edu

Confirmation

You will receive an electronic confirmation upon registration if you include a working and valid e-mail address. If you do not receive a confirmation email within 24 hours of registering online, please contact the CBMI office at cbmi.uk@email.uky.edu

Check-in and On-site Registration

Sunday:

(See the Program-at-a-Glance, on page 1, for registration times.)
Pre-registration check-in & on-site registration will be at the Lexington Downtown Hotel by Hilton, 2nd level, at the top of the escalators. (The Hyatt is across the street and is connected by a pedway; shuttle transportation will be provided from the Crowne Plaza Campbell House.

Monday through Friday:

(See the Program-at-a-Glance, on page 1, for registration times.)
CBMI Headquarters and Registration will be in room 206 Student Center where check-in and on-site registration and conference related business will occur.
Information Desk: A "satellite" information desk will be located on the first floor of the Whitehall Classroom Building.

Class Locations and Times:

Classes begin on Monday, July 27:
8:00 a.m. (EDT) for First-Year participants
8:30 a.m. (EDT) for Returning participants
Classes end on Friday, July 31 at noon.

Classes will be held on the University of Kentucky campus in the Student Center (building #0030 at www.uky.edu/CampusGuide) and the White Hall Classroom

Buildings (building #0025 at www.uky.edu/CampusGuide). To view a campus map and see the classroom locations, visit www.uky.edu/CampusGuide. Additional information about class locations will be provided in an e-mail to all registrants the week before the CBMI conference.

Special Needs Services

Classes are held in two separate locations requiring about a 5-10 minute walk. Participants needing assistance due to a physical disability should note their need on their registration under “special needs” and contact the CBMI Office via e-mail at cbmi.uk@email.uky.edu

Messages/Message Board

In the event of an emergency, your office or family may leave a message for you by calling the CBMI Headquarters in the Student Center at (859) 257-9409 beginning 7:00 am Monday. Messages will be posted on a Message Board located near the CBMI Registration Headquarters in the Student Center; please check the board periodically. After 5:00 pm on Monday, Tuesday, and Thursday and after 12:00 pm on Wednesday and Friday, calls for participants should be made to the hotel the participant is staying in.

Attire

CBMI participants are encouraged to wear casual attire to all class sessions. The Monday evening reception/dance can be party clothes and the Thursday evening banquet should be “business dressy.” The classrooms can sometimes be quite cool; we strongly recommend that you bring a sweater or light jacket. We also recommend comfortable walking shoes during the class day. Furthermore, it is advised to bring a travel umbrella.

Travel

Lexington is situated at the intersection of two major interstates; I-75 north/south and I-64 east/west. Lexington is easily accessible by car or plane and is within 600 miles of 75% of the U.S. population. Although the Lexington Blue Grass Airport is served by many airlines, the Cincinnati International Airport is approximately 80 miles north on I-75 and the Louisville International Airport is approximately 80 miles west on I-64.

Airport Transportation

Transportation from Bluegrass Airport to the hotels is as followed:

- Hyatt: Call the hotel main line (859-253-1234) and confirm that you have arrived. The shuttle will usually be there within 15 minutes, and it’s complimentary!
- Lexington Downtown Hotel by Hilton (formerly Radisson):

Use the courtesy phone located at baggage claim upon arrival. The shuttle will arrive soon thereafter!

- Crowne Plaza Campbell House: Call the hotel from the baggage claim at the airport when you arrive. The shuttle will be there shortly! Remember there will be several hundred participants traveling on Sunday. Please be patient.

Conference Transportation

Transportation will be provided by CBMI from all three conference hotels to and from CBMI classes. Transportation will be provided from the Crowne Plaza Campbell House to the Sunday registration/reception, the Monday dance/reception, and the Thursday banquet. The transportation schedule will be available at each hotel front desk and at on-site registration.

Parking on Campus

Participant parking is located in Parking Structure #5 (www.uky.edu/Parking/ps5.htm). The charge to park in Parking Structure #5 is \$2 for the first hour, \$2 for the second hour, \$1 per hour thereafter, with a maximum per day charge of \$5.

Group Photo

A group photo of all first-year participants and a group photo of all returning participants will be taken on Monday, just prior to lunch. The Photo will be taken behind Memorial Hall. Each participant will receive a copy of the photo at no charge. The photo will be taken outdoors; it is encouraged that all participants wear their CBMI tee shirts.

Computer and Email Access

Wireless Internet access is available at several locations throughout the UK campus. If you bring your own laptop, you can connect via wireless access to the internet or web based email as long as you are within 500 feet of any of the following access points; Student Center, Whitehall Classroom Building and W.T. Young Library, and the Kirwan/Blanding Complex. You will need a wireless card that is 802.11b compliant. For more information, please visit www.uky.edu/Wireless. You can also connect to the internet or web based email via one of 4800 data jacks in the W. T. Young Library. The Computer lab in 334 Whitehall Classroom Building will also be available all week to CBMI participants.

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