

**PACKET FOR
DISTRICT ATTORNEYS GENERAL
ONLY**

- 1. INFORMATION SHEET**
- 2. ROOM RESERVATIONS FORM**
- 3. REGISTRATION FORM**
- 4. AGENDA**
- 5. TRAVEL REIMBURSEMENT
GUIDELINES**
- 6. HANDOUT INSTRUCTIONS**

ANNUAL FALL CONFERENCE
Music Road Resort and Convention Center
303 Henderson Chapel Road
Pigeon Forge
October 12-14, 2016

REGISTRATION AND ROOM RESERVATIONS

(District Attorney General)

A completed Registration Form, **with payment**, must be received (not postmarked) at the TNDAGC, 226 Capitol Blvd., Suite 800, Nashville, TN 37243-0890, by close of business on **September 6, 2016**.

Checks should be made payable to the *TN District Attorneys General Conference*.

The Registration Fee for a District Attorney General is:

\$325 if received by Sept 6

\$475 if received after Sept 6

Registration Forms will not be processed until payment is received.

The registration fee for employees of District Attorney's offices will not be considered a reimbursable expense through the state.

Cancellation Policy: Registration fees are non-refundable.

On-site registration will be held in the Lobby of the Music Road Resort Convention Center beginning on Tuesday, October 11, 3:00 p.m. - 5:30 p.m. and throughout the day on Wednesday, Thursday and Friday.

Room Accommodations: Reservations at Music Road Resort will be made for you according to the information provided on your Room Reservation Form. Please include an email address. Fill out the form and fax to Alice Ann Ferguson at 615-253-6735 or email to aaferguson@tndagc.org, **as soon as possible**, but no later than **September 6, 2016**.

The conference room rate is \$120.00. A rooming list will be submitted for your reservations and the room and tax will be direct-billed to the Master Account. Your reservation is guaranteed on your arrival date. Upon arrival, you will be required to give the hotel a credit card number to cover incidentals. If you need to cancel or change your reservation, contact Alice Ann Ferguson at 615-532-1845. Should it be necessary to cancel or change your reservation after October 7, you may email me or you will need to contact Heather Sims, On-Site Reservations Coordinator, at 865-286-1782 or by email at hsims@musicroadresort.com for written proof of request. Cancellations must be received (72) hours prior to arrival date or a penalty may be assessed. The TNDAGC will not be responsible for No-Shows.

Check-In time is 4:00 p.m. and **Check-Out** time is 11:00 a.m.

Parking: Music Road Resort offers complimentary self-parking. No Valet Parking.

CLE: This seminar will offer a minimum of 12.00 general hours and 3.00 dual hours of CLE credit.

Agenda for Tues, Oct. 11:	10:00a.m.	Education Committee Meeting
	11:00a.m.	Justice & Professionalism Committee
	1:00p.m.	DA Business Meeting
	1:00p.m.	DUI Training
	3:00 – 5:30p.m.	Registration

ROOM RESERVATIONS FORM

**District Attorney General
ONLY**

**Annual Fall Conference
Music Road Resort
303 Henderson Chapel Road
Pigeon Forge
Monday, October 10 through Friday, October 14, 2016**

Please fill out this form and fax to Alice Ann Ferguson at 615-253-6735 or email to aaferguson@tndagc.org no later than September 6, 2016.

NAME _____ DISTRICT _____

PHONE () _____ OFFICE FAX _____

Email Address: _____

Arrival Date: _____ Departure Date: _____

(Be sure to choose the correct arrival date according to Agenda below.)

MUSIC ROAD RESORT IS A SMOKE-FREE PROPERTY

(If you smoke in your room, you risk having your personal credit card charged for damages.)

If available, I prefer:

King bed **2 Queen beds**

_____ **Number of persons in room (including yourself)**

Special Needs: _____

Agenda for Tues, Oct. 11:	10:00a.m.	Education Committee Meeting
	11:00a.m.	Justice & Professionalism Committee
	1:00p.m.	DA Business Meeting
	1:00p.m.	DUI Training
	3:00 – 5:30p.m.	Registration

District # _____
(Office Use Only)

**TNDAGC
ANNUAL FALL CONFERENCE
Music Road Resort and Convention Center
October 12-14, 2016**

REGISTRATION FORM

ATTENDEE _____ BD. PROF. RESP. # _____
(CLE)

TITLE _____ DISTRICT _____

OFFICE ADDRESS _____

CITY _____ ZIP _____ OFFICE PHONE # _____

Registration Fee:	<u>Received by Sept. 6</u>	<u>Received after Sept. 6</u>
<input type="checkbox"/> District Attorney General or Assistant District Attorney	\$325	\$475
<input type="checkbox"/> Criminal Investigators	\$125	\$175

Amount Enclosed: \$ _____ Check Number _____

If Registration Fee is to be paid by Grant funds, please specify type: DUI VOCA STOP CHILD SUPPORT

TENNESSEE DISTRICT ATTORNEYS GENERAL CONFERENCE

**ANNUAL FALL CONFERENCE
MUSIC ROAD RESORT – PIGEON FORGE
OCTOBER 12-14, 2016**

TUESDAY, OCTOBER 11, 2016

Today all meetings will convene at the Music Road Resort Convention Center.

- 10:00 A.M. – 1:00 P.M. EDUCATION COMMITTEE MEETING & LUNCHEON**
Cello C & D, Music Road Resort Convention Center
- 11:00 A.M. – 1:00 P.M. BEST PRACTICES COMMITTEE MEETING & LUNCHEON**
Cello A & B, Music Road Resort Convention Center
- 1:00 P.M. – 5:30 P.M. DUI WORKSHOP (Registration begins @ 12:30 p.m.)**
Banjo Room, Music Road Resort Convention Center
- 1:00 P.M. – 5:00 P.M. D.A.'S BUSINESS MEETING**
Dulcimer Room, Music Road Resort Convention Center
- 3:00 P.M. – 5:30 P.M. REGISTRATION**
Music Road Resort Convention Center Lobby
- 3:30 P.M. – 5:30 P.M. OCJP MEETING W/ STOP PROSECUTORS**
Cello C & D, Music Road Resort Convention Center

WEDNESDAY, OCTOBER 12, 2016

- 7:00 A.M. – 5:00 P.M. REGISTRATION**
Music Road Resort Convention Center Lobby
- 9:00 A.M. – 4:55 P.M. CHILD SUPPORT PROGRAM (see separate agenda)**
Springhill Suites Marriott, InSpire Room
- 8:00 A.M. – 5:00 P.M. CRIMINAL INVESTIGATORS TRAINING (see separate agenda)**
Dulcimer Room, Music Road Resort Convention Center

GENERAL SESSION

The General Session will convene in the Orchestra Ballroom in the Music Road Resort Convention Center.

- 8:15 A.M. – 9:00 A.M. OPENING REMARKS & AWARDS**
- Jerry Estes, TNDAGC Executive Director
 - General Jimmy Dunn, 4th Judicial District, TNDAGC President
 - Other Speakers t.b.a.

WEDNESDAY, OCTOBER 12, 2016 *continued*

- 9:00 A.M. – 9:10 A.M.** ***BREAK***
- 9:10 A.M. – 10:10 A.M.** **MANAGING CRISIS SITUATIONS: EFFECTIVE VERBAL DE-ESCALATION TACTICS FOR PROSECUTORS (1.0 Gen.)**
- Harry P. Dolan, Dolan Consulting Group LLC
- 9:55 A.M. – 10:05 A.M.** ***BREAK***
- 10:05 A.M. – 11:05 A.M.** **MANAGING CRISIS SITUATIONS: EFFECTIVE VERBAL DE-ESCALATION TACTICS FOR PROSECUTORS *cont'd* (1.0 Gen.)**
- 11:05 A.M. – 11:15 A.M.** ***BREAK***
- 11:15 A.M. – 12:15 P.M.** **LEGISLATIVE UPDATE (1.0 Gen.)**
- *Speakers t.b.a.*
- 12:15 P.M. – 1:45 P.M.** **LUNCH (*on your own*)**
- DA'S LUNCHEON (*location t.b.a.*)
- 1:45 P.M. – 2:45 P.M.** **AG'S CRIMINAL LAW UPDATE (1.0 Gen.)**
- Amy L. Tarkington, Sr. Dep. Atty. General, Office of the Attorney General
- 2:45 P.M. – 2:55 P.M.** ***BREAK***
- 2:55 P.M. – 3:55 P.M.** **THE ANATOMY OF A MASS MURDER CASE (1.0 Gen.)**
- Rich Orman, Chief Dep. District Attorney General
18th JD, State of Colorado
(Serving Arapahoe, Douglas, Elbert, and Lincoln Counties)
- 3:55 P.M. – 4:05 P.M.** ***BREAK***
- 4:05 P.M. – 5:05 P.M.** **THE ANATOMY OF A MASS MURDER CASE *cont'd* (1.0 Gen.)**

THURSDAY, OCTOBER 13, 2016

- 7:30 A.M. – 5:00 P.M.** **REGISTRATION**
Music Road Resort Convention Center Lobby
- 8:30 A.M. – 4:30 P.M.** **CHILD SUPPORT PROGRAM**
Springhill Suites Marriott, InSpire Room
- 8:30 A.M. – 5:00 P.M.** **CRIMINAL INVESTIGATORS TRAINING (*see separate agenda*)**
Dulcimer Room, Music Road Resort Convention Center

THURSDAY, OCTOBER 13, 2016 *continued*

GENERAL SESSION

This day is designated for breakout sessions. Breakouts will be in the Music Road Resort Convention Center.

NOTE: Presenters and room assignments will be listed at a later date.

8:30 A.M. – 10:00 A.M. CLE BREAKOUTS (1.5 hrs. each)

BREAKOUT #1: ELDER ABUSE (*Banjo Room*)
BREAKOUT #2: EVIDENCE (*to be repeated*)(*Dobro & Harp Rooms*)
BREAKOUT #3: POST-CONVICTION (*Ukele & Violin Rooms*)
BREAKOUT #4: DOMESTIC VIOLENCE (*Guitar & Cello Rooms*)

10:00 A.M. – 10:15 A.M. BREAK

10:15 A.M. - 11:45 A.M. CLE BREAKOUTS (1.5 hrs. each)

BREAKOUT #1: JUVENILE COURT ISSUES PANEL (*Banjo Room*)
BREAKOUT #2: THE VANDERBILT RAPE TRIAL (*Dobro & Harp Rooms*)
BREAKOUT #3: HUMAN TRAFFICKING (*Ukele & Violin Rooms*)
BREAKOUT #4: DOMESTIC VIOLENCE (*Guitar & Cello Rooms*)

11:45 A.M. – 1:30 P.M. LUNCH (*on your own*)
- Child Support DA's Luncheon
Room t.b.a., Music Road Resort Hotel

1:15 P.M. - 3:25 P.M. ** BREAKOUT #4: DOMESTIC VIOLENCE (2.0 hrs.) (*Guitar & Cello Rooms*)

1:30 P.M. – 3:00 P.M. CLE BREAKOUTS (1.5 hrs. each)

BREAKOUT #1: JUSTWARE (*Banjo Rooms*)
BREAKOUT #2: THE 4 C'S BODY CAMERAS (*Dobro & Harp Rooms*)
BREAKOUT #3: EVIDENCE (*Ukele & Violin Rooms*)

3:00 P.M. – 3:15 P.M. BREAK

3:15 P.M. – 4:45 P.M. CLE BREAKOUTS (1.5 hrs. each)

BREAKOUT #1: DRUG TRENDS: THE OPIOID EPIDEMIC (*Banjo Room*)
BREAKOUT #2: ETHICAL CONSIDERATIONS IN CLOSING ARGUMENT (*Dobro & Harp Rooms*)
BREAKOUT #3: INVESTIGATING & PROSECUTING WIRETAPS (*Ukele & Violin Rooms*)

THURSDAY, OCTOBER 13, 2016 *continued*

3:40 P.M. – 5:10 P.M. ** BREAKOUT #4: WHERE’S THE EVIDENCE? UNDERSTANDING & COUNTERACTING THE MYTHS OF CHILD SEX ABUSE (1.5 hrs.)
(Guitar & Cello Rooms)

FRIDAY, OCTOBER 14, 2016

7:30 A.M. – 12:15 P.M. REGISTRATION
Music City Road Resort Convention Center

8:30 A.M. – 10:00 A.M. CRIMINAL INVESTIGATORS TRAINING *(see separate agenda)*
Dulcimer Room, Music Road Resort Convention Center

GENERAL SESSION

The General Session will convene in the Orchestra Ballroom in the Music Road Resort Convention Center.

8:30 A.M. – 8:40 A.M. CLOSING REMARKS
- Jerry Estes, TNDAGC Executive Director
- General Jimmy Dunn, 4th Judicial District, TNDAGC President

8:40 A.M. – 10:10 A.M. WRONGFUL CONVICTIONS (1.5 Dual)
- Torry Johnson, Ret. District Attorney General, 20th JD,
Professor of Law, Belmont University College of Law

10:10 A.M. – 10:25 A.M. BREAK

10:25 A.M. – 11:55 A.M. WRONGFUL CONVICTIONS (cont’d) (1.5 Dual)

ADJOURNMENT

Please remember to turn in your CLE and Evaluation forms prior to your departure. Thank you

**TRAVEL REIMBURSEMENT GUIDELINES
2016
(For DA, ADA, CI)**

Please note that The Annual Fall Conference Travel Claim Form can be found on the TNDAGC Intranet at <http://intranet.tndagc.org> or <http://www.tndagc.org/oc>

Due to budgetary constraints and room availability, we expect attendees to share a room.

Below is a table showing the reimbursement policy.

*County employee must send travel claim through the county for reimbursement

	Billed	Reimbursed	Out-of-pocket
Private Room	120.00 + tax	44.50 + applicable tax	75.50 + applicable tax
<u>Shared Room</u> Approved roommates are two TNDAGC employees or 1 TNDAGC and 1 County*.	60.00 + applicable tax	60.00 + applicable tax	0.00

If you stay at Music Road Resort and share a room with another attendee, and will require a split invoice, you MUST provide both names when making your reservations. Do NOT wait until check-in to provide the hotel with the name of your roommate. UPON ARRIVAL, be sure to tell the Clerk that each credit card should be billed for half of the anticipated charges. At check-out, each of you will receive a folio showing both names with both credit cards being billed half of all charges. (These specific steps are required by Music Road Resort's billing system.)

If you cannot share a room because of a medical condition or you are the odd person out, you must get prior permission from your General to have a private room. A letter from your General stating either case must accompany your travel claim for you to have your room fully reimbursed.

PLEASE USE THE CORRECT COST CENTER FOR YOUR CONFERENCE TRAVEL (there is a pull down list on the travel claim form on the intranet so you can select the correct cost center).

**Criminal Division: 10SEM
Criminal Investigators: 10SEM
DUI Grants: Use grant cost center
STOP Grants: Use grant cost center**

SCENARIO A: If your departure and return occurs on the same day, you are only allowed to claim mileage and any “incurred” parking expenses.
(Please see items #1 and #4 below for details.)

SCENARIO B: If you stay over one or more evenings attending a seminar, you are allowed to claim lodging, meals, “incurred” parking expenses, and mileage. (Please see items #1, #2, #3, #4 below for details.)

1. **Standard mileage rate** **\$.47 per mile**
(you may claim mileage only if driving personally-owned car; if carpooling, only the driver may claim mileage)

2. **Lodging**
Please note that the following rate is the contracted rate for this conference. If you are charged a rate other than the one listed, please contact Alice Ann Ferguson before you leave the hotel.
\$120.00 + tax (Music Road Resort, Holiday Inn Express Hotel, Springhill Suites by Marriott)

Upon return from the Annual Fall Conference, you will file a travel claim as you would with any other travel. Please put on your travel claim, the name of the employee you roomed with, if applicable.

3. **Maximum meals & incidentals** **\$51.00**
Sevier County (Pigeon Forge) **(\$11/\$12/\$23/\$5)**
If you are provided more than a single full lunch meal during the Conference, you should deduct \$12.00 for each lunch meal from the per diem for that day.

Day of departure and return, you shall claim 75% of maximum allowance
(75% of \$51) **\$38.25 per day**

NOTE: The CONUS rate is 75% of maximum meals & incidentals for day of departure and/or day of return. If you travel to and from a seminar in the same day, you are not eligible for reimbursement of meal expenses.

It is not necessary to keep meal receipts.

4. **Parking** - Music Road Resort, Holiday Inn Express Hotel, and Springhill Suites by Marriott offer complimentary self-parking. (If you incur parking costs elsewhere, please keep parking receipts over \$8.00 for travel reimbursement purposes.)

Claim form must be completed in its entirety and signed by YOU and YOUR District Attorney General. All signatures must be original, no faxed copies are allowed. Please mail the claim form and all supporting documents within 30 days to: TNDAGC, 226 Capitol Blvd, Suite 800, Nashville TN 37243-0890.

If you have questions regarding your travel claim, please call Cindy Davis at 615-532-1863 or send an email to cwdavis@tndagc.org.

IMPORTANT NOTICE

In order to cut expenses, the TNDAGC will not provide handouts at the Annual Fall Conference. We have established a website to download the conference handouts and other important information regarding the conference.

Handouts will be available for downloading beginning October 1, 2016. You may download it to your laptop or print out the materials for your own convenience. Please be aware that some speakers may not have submitted their handout material by this deadline, so it will be necessary for you to check the website periodically for any updates.

Remember to bring a “charged” laptop to class. There are not enough outlets in the room to accommodate everyone. Attorneys will receive their CLE and Evaluation forms in their registration packets when they sign in at the registration desk. The CLE forms will not be available on the website.

The website is: www.tndagc.org/oc

The website will remain open until November 30, 2016.