

CALBO EDUCATION WEEK

Newport Beach | December 14-17, 2020



What to expect from your in-person Education Week experience

Welcome to CALBO's 2020 Education Week Newport Beach, our opportunity to come together as a profession in 2020. We have worked hard with local city, county and state officials to ensure a safe and responsible experience for you. Due to mandates still in place relative to the COVID-19 pandemic, there will be additional steps necessary to ensure your safety in attending an in-person event. We can assure you that we are following all governmental guidelines and mandates and are in full-compliance with current health regulations.



REGISTRATION

Registration is currently open and available. Please complete all course registrations at www.calbo.org. Due to the pandemic, registering through the CALBO website is the only available option for both in-person and virtual training. New online registrations and transfers from another Education Week will be accepted up until the deadline on Wednesday, December 9 at 5:00pm. Please note that this is a firm deadline – no exceptions can be made.



HEALTH QUESTIONNAIRE

CALBO will email each registrant a health questionnaire that must be completed prior to your arrival onsite at the Education Week Newport Beach. No student will be allowed to enter a classroom until the questionnaire is completed to ensure your safety, in addition to the safety of those around you. The questionnaire must be completed by the student attending the course.



THE DAY PRIOR TO EACH COURSE

Along with the health questionnaire, CALBO will also email the instructional materials to download the day before each course. Due to the COVID-19 pandemic, printed materials are not permitted. Tablets, laptops and personal electronic devices are highly encouraged.



THE DAY OF EACH COURSE

Welcome to Education Week Newport Beach. You may arrive at the Newport Beach Marriott any time after 7:00am. Your temperature may be taken upon arrival at the hotel. Your course will run from 8:00am – 3:30pm. Masks will be required of all CALBO participants for the entire duration of their time in the hotel. Tablets, laptops and personal electronic devices are highly encouraged as the course materials will be emailed to you.



VENUE GUIDELINES

We have all become accustomed to new health and safety guidelines, which will be strictly followed at Education Week Newport Beach. The hotel will provide hand-sanitizer at the entrance to the property and classroom. Additionally, all hotel personnel are health screened on a daily basis upon their arrival for work to ensure your safety.



YOUR CLASSROOM

Please find a seat in your classroom, which will follow social distancing guidelines away from other students. You will note that your instructor will also be wearing a mask or face shield. Please find the seat of your choice and plan to stay in that seat through the duration of the course.



BREAKS

2020 CALBO Education Week Newport Beach will include plenty of breaks to ensure your ability to leave your seat, stretch and regain focus. Two ten-minute breaks will be offered in the morning at 9:00am and 10:15am along with two ten-minute breaks in the afternoon at 1:15pm and 2:30pm. A full hour break will be given for lunch from 11:15am – 12:15pm.



MEALS

Meals will be furnished for all students in attendance at Education Week Newport Beach. Due to local health guidelines, our traditional meal service options have been suspended and CALBO is working with limited options. Students should expect coffee and individually-packaged pastries in the morning, a boxed lunch, and a canned beverage and prepackaged snack in the afternoon. Should local health regulations permit CALBO to enhance these options, we will eagerly do so.



CERTIFICATE OF COURSE COMPLETION

Following the completion of the course, every registered student will electronically receive a certificate of course completion, which is also printable. For three hour courses, .3 CEUs will be granted. For six-hour courses, .6 CEUs will be granted. Students must be present for the entire duration of the course to receive credit. Please note, all CALBO courses are ICC Preferred Provider Program approved.



EVALUATIONS

A link to complete an online course and instructor evaluation will be emailed to you following each course to ensure that the CALBO Virtual Education Week has met your expectations.



PARKING

All students at Education Week Newport Beach will receive complementary day use parking. Students who wish to stay overnight in the hotel will be required to pay overnight parking charges.



TRANSFER FROM ANOTHER CALBO EDUCATION WEEK

We understand that registrations were accepted for in person events in San Ramon and Ontario. Given that CALBO's Education Week Newport Beach will feature the same courses, you are welcome to transfer your registration. All transfers will be accepted up until the deadline on Wednesday, December 9 at 5:00pm.



MAY I ATTEND VIRTUALLY?

Yes! For the first time, CALBO is offering a fully virtual Education Week. CALBO's Virtual Education Week option is a live broadcast of our Newport Beach Education Week. Should you prefer online instruction, please register for our Virtual Education Week.



VIRTUAL EXPERIENCE

CALBO has invested in production resources to ensure the experience at our Virtual Education Week is second to none. Should you select this option, your course(s) will be taught live by a skilled and knowledgeable subject matter expert in front of a live audience in Newport Beach. However; we have added an additional subject matter expert in the classroom to work with our virtual students in real time. Students may pose questions through the chat and conversation functions of the course and expert to receive a response in real time. This is not a canned experience.