

## ***Transportation, Lodging, Meals, & Seminar Preparation Details***

### **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:

**Registration:** The 2 ½ days of training and all training materials are provided free of charge.



### ***Transportation:***

#### ***If Flying to Pittsburgh:***

- SCS will reimburse up to a total of \$150 for transportation.
- Reimbursement is paid at the time of the attendance at the seminar. A receipt showing the airfare cost is required and **must be submitted prior to the seminar.**



#### ***Ground Transportation From/To Airport, Lodging & Around Pittsburgh***

- If flying, take a taxi, Super Shuttle, Uber or Lyft from the Pittsburgh Airport to your lodging destination.
- Typical taxi, Super Shuttle, Uber and Lyft fares from The Pittsburgh International Airport to the lodging is around \$35-45. A tip of \$4-\$5 is appropriate.
- A receipt is required for reimbursement, if applicable (see 1<sup>st</sup> bullet point under Transportation).
- Group transportation back to the airport will be arranged and paid for by SCS.
- SCS DOES NOT reimburse for taxi/limo, miles, or tolls to/from your local airport.



*Read and Print out **Flying Details** for more information.*

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

- For individuals outside of the greater Pittsburgh area, SCS will reimburse for travel expenses not to exceed a total of \$150. Mileage will be reimbursed at the current IRS rate per mile.



*Read and Print out **Driving Details** for more information.*

### ***Lodging:***

- Lodging is provided free of charge.
- Accommodations include the Monday night before the seminar, Tuesday night, and Wednesday night. Accommodations do not extend past Wednesday night.
- 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 suites are double or single occupancy with a private handicapped accessible bath and there are 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.



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- 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 limited. 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.).

### ***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 does NOT pay for meals at the hotel, including room service or take-away breakfast. (See Seminar Schedule for exception).



### ***Seminar Preparation***

- 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 Guest 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 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.



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