

106 Essentials Course: Chicago, IL

“The Section 106 Essentials” course will be held on Tuesday and Wednesday, November 14-15, 2017

Registration: Payment may be made by on-line credit card registration or by check or SF 182. Go to: <http://www.achp.gov/106essentials.html> to register.

Please note: Although we are an allied event with the National Trust for Historic Preservation’s Past/Forward Meeting, separate registration is required for each.

Course Location and Accommodations: The course is being held at the Palmer House, 17E Monroe Street, Chicago, IL. <http://www.palmerhousehiltonhotel.com/>. A block of rooms has been secured for attendees for Monday through Wednesday, November 13-15 at the government rate of \$212 for a single occupancy plus applicable state and local taxes. It is recommended that you make your reservations early, as the rooms may sell out. **Reservations must be made by Friday, October 13.** Reservations made after that date will be accepted on a space available basis at whatever rate is available at the time of the reservation

To make reservations, please click: <https://aws.passkey.com/go/ACHPMeeting2017>

Information about the hotel: Palmer House, a Hilton Hotel is a member of Historic Hotels of America®,

Traveling to Riverside: Both Chicago-O’Hare International Airport ([Chicago-O’Hare International Airport](#)) and Chicago Midway Airport ([Chicago Midway Airport](#)) serve Chicago. O’Hare is 18 miles from the hotel and Chicago Midway is 12 miles from the hotel.

Directions: <http://www.palmerhousehiltonhotel.com/about-our-hotel/map-directions/>

Parking: There are a variety of parking options. Go to: <http://www.palmerhousehiltonhotel.com/about-our-hotel/parking/>

Registration: Registration will be located outside the conference room on Tuesday at 8:00 a.m. Plan to stop by the registration desk to check in and to pick up your course notebook and other course materials.

Schedule: *The 106 Essentials* runs from 8:30 a.m. to approximately 4:30 p.m. Short breaks will be given in the morning and afternoon with a longer break for lunch.

Meals: Light morning fare and an afternoon snack are provided. The cost of this food is included in your registration fee. All other meals are on your own.

Attire for Training Course: Attire for the course is casual. Also, please keep in mind that hotel meeting rooms tend to be cool, so plan to bring a sweater or jacket.

Cancellations: Registrants who cancel at least 14 days prior to the start of the course will receive a full refund minus a 15% processing fee. No refunds will be given for cancellations made fewer than 14 days before the start of the course; however, substitutions may be made at no cost up until three days before the course begins. All cancellations must be made in writing.

Questions: If you have any questions about logistics or the course, please contact Cindy Bienvenue at cbienvenue@achp.gov or 202-517-0202.

We have a great training course planned for you and look forward to seeing you there!