



ANSI National Accreditation Board



ATTENDEE HANDBOOK

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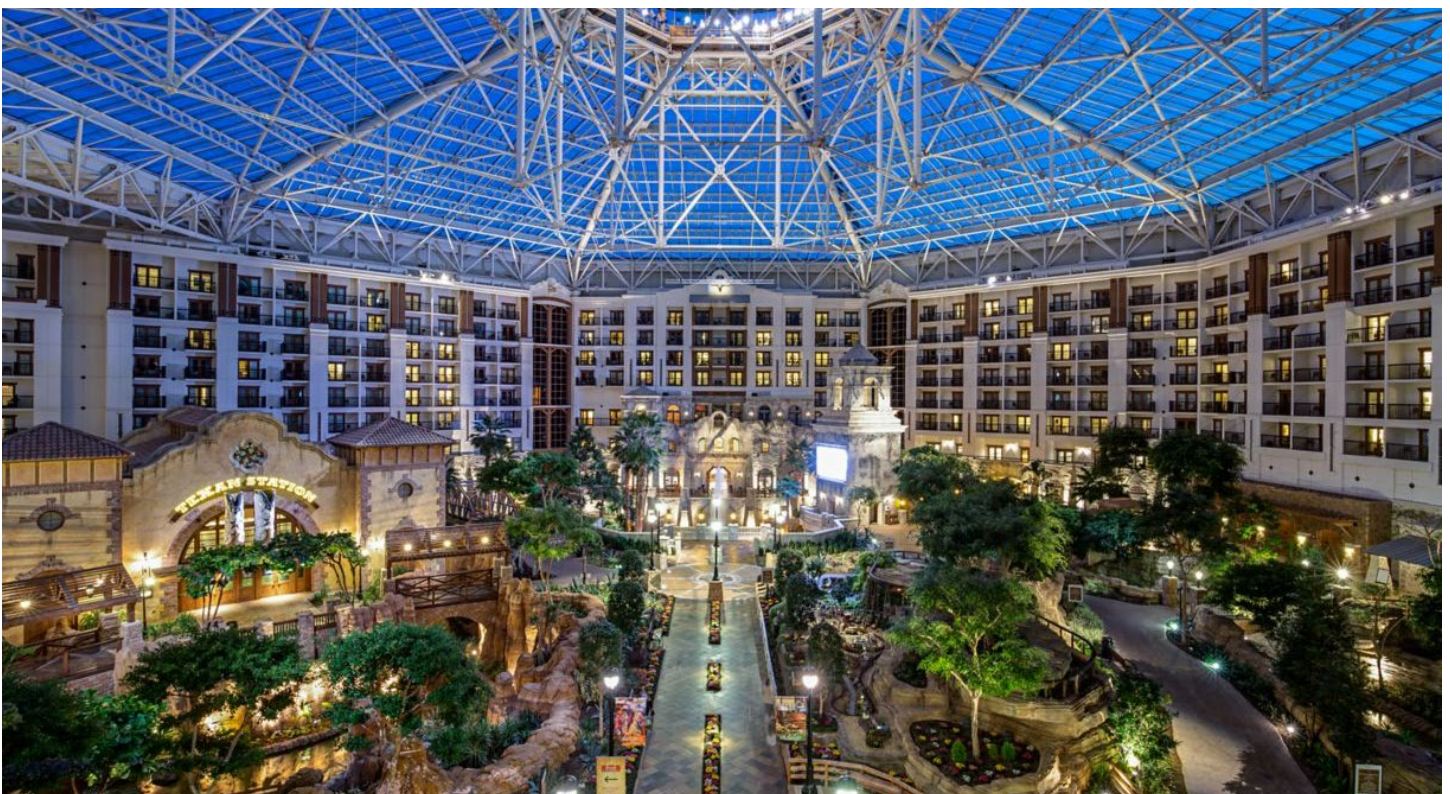
Section 2 – Registration

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SCHEDULE

January 23-26, 2023
at the Gaylord Texan Resort & Convention Center

1501 Gaylord Trail
 Grapevine, TX 76051

ASSESSOR DEVELOPMENT SCHEDULE OVERVIEW

ASSESSOR DEVELOPMENT SESSIONS	Mon 1/23		Tue 1/24		Wed 1/25			Thu 1/26		Fri 1/27	
	AM	PM	AM	PM	AM	PM	HAPPY HOUR	AM	PM	AM	PM
MANAGEMENT SYSTEMS	○			●	●	●	☺	●			
FORENSICS	○	●	●	●	●	●	☺	●			
PRODUCT CERTIFICATION	▲	+	●	●	●	●	☺	●			
ILR - Inspection, Laboratories, and Related Activities	○	●	●	●	●	●	☺	●			
15189 - Medical Assessors	○	●	●	●	●	●	☺				
17020 - Inspection Assessors	○	●	●	●	●	●	☺	●			
17025 - Testing, Calibration & Dimensional Measurement Assessors	○	●	●	●	●	●	☺				
Food, Microbiology, and Cannabis Assessors Breakout	○	●	●	●	●	●	☺	●			
17034 - PTP Assessors	○	●	●	●	●	●	☺	●			
17043 - RMP Assessors	○	●	●	●	●	●	☺	●			
CREDENTIALING	○	●	●	●	●	●	☺	●			
17024 Assessors	○	●	●	●	●	●	☺				
CAP Assessors	○	●	●	●	●	●	☺				
CFP Assessors	○	●	●	●	●	●	☺	●			

OPTIONAL PAID WORKSHOPS

MAKING IAF MDs WORK FOR YOU								●	●		
LEAD ASSESSOR INTENSIVE TRAINING (NON-FORENSIC)		●	●	●	●	●	●	●	●		
FORENSIC TECHNICAL ASSESSOR		●	●	●	●	●	●	●	●		
MEASUREMENT CONFIDENCE: FUNDAMENTALS AND PRACTICAL APPLICATION								●	●	●	●
GENERAL CORRECTIVE ACTION - ONE DAY INTENSIVE			●	●							

○ Instructor Development training by invitation only

☺ Complimentary "happy hour" reception (guest allowed)

▲ Sessions for UL and Tas food program assessors by invitation only

⊕ Session for LA and Tas food program assessors only



REGISTRATION

EVENT REGISTRATION/HOTEL BOOKING

You will be receiving a link on **November 18th**, to register for the event, reserving your space at the hotel. **You must register for the event by Friday, December 2nd**. If you try to register **after December 2, 2022**, you will be expected to make up the difference in cost if there is one.

ANAB will pay for your hotel nights during the Assessor Development Session from the night before your meetings start, through the last day of your meetings. If your meetings end early enough in the day for you to return home that day, we ask that you do so. If international travel requires additional nights on-site at the Gaylord, please obtain approval in advance. While ANAB will pay for your hotel nights during the AD session, you will be asked to provide a personal credit card to the hotel (for incidentals) when you check in.

Any extra room nights beyond what you have been approved to use will be at your own expense and charged to your personal credit card. Our group rate at the hotel will be made available at a negotiated rate of \$235/night between Friday, January 20, 2023, and Saturday, January 28, 2023 (subject to availability). Please do not contact the hotel directly to reserve room nights before and after the event, and instead include this information (check-in and check-out dates) when you register.

HOTEL EXPENSES

ANAB has established an account with Gaylord Texan Resort & Convention Center; therefore, your sleeping room charges will be billed directly to ANAB. Please do not request any changes at check in, we are receiving a discount on the main account, and the sleeping room charges need to be a part of that discount.

Any additional incidentals you charge to your room, e.g. food, or if you stay extra nights beyond what is needed for the training, will be billed to your credit card at the end of your stay.

All additional guests are at your own expense (except the Group Social Cocktail Hour on Wednesday evening).



You are encouraged to book travel through your [Concur profile](#) for this event. You are approved to book travel upon registration.

Remember, everyone should be booking economy class tickets and keeping the ticket price at a minimum. We are targeting airfare to be around \$600 for domestic flights and \$1500 for international. ANAB may not reimburse for airfare in excess of these amounts.

Please make sure you are using your best judgement and booking the most economical price airfare for this event.

You may submit invoices for AD airfare upon purchasing your ticket. International assessors over \$1500 and domestic flights over \$600 will be managed case-by-case. All reimbursables will be paid per your ANAB payment terms.

Please submit the reimbursables for airfare with a flight receipt on the approved ANAB AD Session reimbursement form to the ANAB accounting staff member you typically submit expense reports.

TRANSPORTATION FROM THE AIRPORT

ANAB is asking all attendees to utilize ride share (e.g. Lyft, Uber, etc.) to travel between the airport and Gaylord Texan. **Rental cars will not be reimbursed.**

OTHER EXPENSES

- As stated in section 3, additional days and/or guests will be at your own expense.
- ANAB will not reimburse for extra-curricular activities.
- When meals are provided by ANAB, meals on your own will not be reimbursed. Note: Due to budgetary reasons ANAB provided meals are for meeting attendees only.
- Please follow the [2023 GSA per diem rates](#) for all expenses, including meals and incidentals.

All expenses must be submitted on the approved [ANAB AD Session reimbursement form](#) to the ANAB accounting staff member you typically submit expense reports to no later than February 28, 2023.





OTHER INFO

ONLINE FEATURES

Get the most out of your 2023 Assessor Development by interacting online! There is no dedicated app to download for 2023, but extra content will be accessible through the event's [Online Lobby](#). Simply log on with your email address and the password that you created during registration.

Here, you will be able to access the event agendas, participate in trivia events, access a public chat, request virtual or in-person meetings with other attendees, and more! If you have any questions about your online experience, please contact Samantha Yost (syost@ansi.org).

GAYLORD TEXAN RESORT APP

Don't forget to also download the mobile app for the Gaylord Texan Resort, which includes features such as a comprehensive venue map, a list of dining and entertainment reservations and location tagging. Visit <http://www.navigategaylordhotels.com/> on your mobile device for additional details and download instructions.

DRESS CODE

Dress code for event is casual (e.g. jeans). Please keep in mind that meeting rooms are usually cold.

WEDNESDAY NIGHT COCKTAIL HOUR

The event this year will be held onsite and will include drinks and hors d'oeuvres.