

2010 Institutional Record Keeping Professional Training Course Cost and Logistics

COURSE TITION FEE

\$850 for individual AZA members and \$950 for nonmembers

Associate membership is \$70/year and the Professional Affiliate membership is \$95/year
AZA membership has many benefits, a few of which include a one year subscription to the Connect magazine, access to the Members Only section of the AZA website. Discounts and savings on publications orders, conferences, workshops, member tuition rates and preferential registration at AZA professional training programs and free and discounted admission to over 150 AZA zoos and aquariums. <http://www.aza.org/membership>

AIRFARE / NEAREST AIRPORT

Pittsburgh International Airport (PIT) is the closest airport (approximately 1 hour away).

Columbus Airport (CMH) is another full-service option (approximately 2 hours away).

Pittsburgh airport is used by participants 99.9% of the time.

Columbus is a good alternative in bad weather when flights are canceled.

Please schedule travel time to arrive for course registration on Monday from 4:00-6:00pm and stay until the end of the banquet on Saturday at 9:00pm.

DRIVING

From Interstate 70, merge onto US-40 Spur/Mt De Chantal Road via exit 2A toward WV-88 north/Oglebay Park. Turn right onto National Road/RD-40 turn left onto WV-88/Bethany Pike. End at Oglebay Park, Wheeling, West Virginia. Parking at the hotel is FREE.

TRANSPORTATION COSTS FROM AIRPORT TO HOTEL

There are two preferred shuttle services

Airport Limousine Plus \$70 per person/one-way www.wheelinglimo.com or 1-800-326-2907

First Class Limousine \$69 per person/one-way www.firstclasslimoov.com or 1-888-633-6693

Reservations are required by both companies. Please book your shuttle reservation as soon as possible. Once landing at the airport please allow at least 1.5 hours for transportation to Oglebay.

If you are sending more than one person it can sometimes be less expensive to rent a car for the week.

This also allows the participants to drive into town for a greater variety of dining locations and prices if they have time. You must have your reservation at least 5 business days prior to the course to honor the discounted Oglebay AZA school fare from/to the Pittsburgh Airport. Please note the fare amount does not include gratuity. Please indicate if you would like to include the gratuity for your driver to be charged to your card at the time of reservations. (15% is customary).

WILSON LODGE AT OGLEBAY RESORT

Route 88 North, Wheeling, West Virginia 26003, Telephone: 1-800-624-6988

Single room-rate \$151/night x 6 = \$906; 7 nights = \$1,057

Double room-rates \$119/person/night x 6 = \$ 714; 7 nights = \$833

Rates are per person per day. Does not include West Virginia 6% sales tax.

Please Note: All reservations must be made using the lodging form sent with your acceptance letter. Please do not call the resort to make reservations. If you choose not stay at Oglebay Resort there will be a daily fee.

Participants must arrive at Oglebay between 4:00-6:00pm for registration as class begins promptly at 7:00pm. International participants, and some participant traveling long distances or with multiple layovers usually choose to arrive on Sunday in order to arrive in time for registration. If a Sunday stay is necessary then please budget for seven nights.

UPGRADE TO A NEW ADDITION ROOM!

New addition single room-rate \$195/night x 6 = \$1,170; 7 nights = \$1,365

New addition double room-rate \$152/person/night x 6 = \$912; 7 nights = \$ 1,064

A major expansion and renovation project at Wilson Lodge is completed. A new 53-room addition to the lodge opened 2006. The addition includes a king deluxe king suite, plus 2 king suites and 2 double queen suites. All the suites have fireplaces. The addition also includes 24 king rooms with fireplaces, and 24 double queen rooms. The exterior of the addition has the same architectural style as the existing lodge, utilizing the same stone and wood materials, but the rooms in the addition are larger and have updated furnishings. Phase 2 of this \$15 million project at Wilson Lodge includes a complete redesign of the existing 212 rooms, providing all new furnishings and stunning décor.

COTTAGE RENTAL

Double room rates apply

Many students enjoy the relaxed social atmosphere of the cottages. Two, four and six bedroom cottages located within walking distance to Wilson Lodge and feature a full kitchen with microwave, living room with wood burning fireplace and more. Please note accommodations are semi-private (private bedroom but share a bathroom, living room/common area, and kitchen).

RESERVATIONS

Do not make reservations until you have received your acceptance packet from AZA. Once you have been accepted the **Oglebay Lodging Request Form** will be sent to you. Please fill out and fax it to Tracy Martinez at 1-304-243-4070. If students would like to find a roommate please note that on the lodging request form, Wilson Lodge will assist students in finding one. If students would like to share a room with someone they know please have **both** students fill out a lodging request form and note each other's names as roommates. If you would like a reservation confirmation email sent to you please note it on your lodging form. AZA cannot confirm your lodging; please contact Tracy Martinez at 1-800-624-6988 or TMartinez@oglebay-resort.com.

FOOD COSTS

Travel meals \$20-\$40 per day depending on distance and method of travel.

Breakfast and lunch are included Tuesday – Saturday in the hotel room cost.

Dinner \$20 - \$40/day Oglebay Resort will be hosting a banquet dinner Saturday night.

Breakfast and lunch for five days is included in the hotel room cost. Both are served buffet style with vegetarian options. If you have food allergies or special dietary needs please contact the AZA Training Department (AZATraining@aza.org) before arriving in Wheeling. Coffee, tea, sodas, and light snacks (chips, cookies, etc) are served at breaks. There is also a gift shop located in the lobby of Wilson Lodge with a variety of snacks and drinks.

Most courses have two hours for dinner. Dinner options at Oglebay Lodge are limited to the Glassworks Grill and Ihlenfeld Dinning Room. With many people choosing Glassworks (the less expensive food option) sometime quick is not possible during the dinner break. This results in people going to the Ihlenfeld Dining Room for a buffet or plated dinner which can be twice the price but without the wait. Pizza can be ordered from the pool for approximately \$14.

Other dinner options require students traveling off of the resort and into town. This can only be done if you have a car or know someone who does. Students renting cottages can purchase groceries off of the resort and utilize their full kitchens. Many group dinners occur this way. The banquet dinner on Saturday night is included in your tuition.

COURSE CREDIT

Graduate Credit through George Mason University \$750

Continuing Education Units (CEU) \$20

You can receive graduate credit for most of AZA's courses. If you aren't sure if the course you are taking is available for credit, see the individual courses website www.aza.org/prodev or contact the Training Department. These credits can be applied to a university you are currently enrolled in or plan to enroll in, or they can be applied to George Mason University's master's program in Zoo and Aquarium Leadership. If you aren't ready to apply for a master's degree now, but you think you may want one in the future, consider taking your course for credit anyway as retroactive credit is not granted.

Continuing Education Units (CEU) are also available through George Mason University. A CEU is a nationally recognized unit of measurement for participation in non-credit continuing education programs. CEUs recognize individuals that continue their education and keep themselves current in their chosen profession.

COLLEGE CREDIT ADDITION

College credit must be added and paid for before the beginning of class on Monday

COLLEGE CREDIT WITHDRAWAL

If you decide you no longer want to take your course for credit, you must officially withdraw in writing to the AZA Professional Training Department within two weeks of completion of the course.

Please use the Institutional Record Keeping **PROFESSIONAL TRAINING COURSE COST AND LOGISTICS WORKSHEET** to help determine estimated costs.

2010 Institutional Record Keeping Cost and Logistics Worksheet

Course Registration

Member \$850

Non-Member \$950

Cost

Course Registration Costs \$ _____

Transportation

Roundtrip Airfare

Airport Shuttle - roundtrip OR car rental

OR

Driving (mileage/gas)

Transportation Costs \$ _____

Lodging

Double room \$119/person/night (6 nights = \$714; 7 nights = \$833**)

Single room \$151/night (6 nights = \$906; 7 nights = \$1,057**)

New addition double room \$152/person/night (6 nights = \$912; 7 nights = \$1,064**)

New addition single room \$195/night (6 nights = \$1,170; 7 nights = \$1,365**)

Lodging Costs \$ _____

Meals (breakfast and lunch included in lodging fee)

Breakfast included for 5 days

Lunch included for 5 days

Dinner \$20-\$40/day* (dinner included Saturday night)

Travel meals \$20-40/day*

Meal Costs \$ _____

Total Estimated Cost \$ _____

*estimated costs

**does not include West Virginia 6% sales tax

Meal expense worksheet

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
breakfast			included	included	included	included	included	
lunch			included	included	included	included	included	
dinner		*					included**	

*Monday registration 4-6 pm = flight must land by 4 pm at the latest to get to Oglebay by 6 pm

** Saturday banquet 6-9 pm