CARL VINSON INSTITUTE OF GOVERNMENT
The University of Georgia

Georgia Department of Revenue Local Government Services Division presents the

Current Ad Valorem Edicts and Trends (CAVEAT)

ANNUAL TRAINING PROGRAM

May 17–19, 2016

The Georgia Center's UGA Hotel and Conference Center
1197 South Lumpkin Street
Athens, Georgia 30602-3603

The 20-hour course, recommended by the Department of Revenue for county tax officials, focuses on legal and economic changes faced by assessors and appraisers. The program offers analysis of recent ad valorem taxation laws that have been passed, defeated, or interpreted by the courts. Presentations by attorneys, legislators, and appraisal experts provide tax officials with the latest information on ad valorem tax matters and Department of Revenue policy changes.

REGISTER ONLINE

www.vinsoninstitute.org/caveat

(credit card payments only, the preferred method)

REGISTRATION FEE: $290.00

Early conference check-in will be available from 5 p.m.–7 p.m., Monday, May 16 at The Georgia Center's UGA Hotel and Conference Center.

For more information, contact Jean Lord at lordj@uga.edu or (706) 542-9534

GENERAL INFORMATION

LOCATION

The 2016 conference will be held at the Georgia Center's UGA Hotel and Conference Center at 1197 South Lumpkin Street, Athens, GA 30602. For directions, please visit the conference center's web site at www.georgiacenter.uga.edu.

REGISTRATION FEE AND DEADLINE

The registration fee for the May 17-19, 2016, CAVEAT conference is $290.00. Registration deadline is **5:00 p.m., May 2, 2016.**

REGISTRATION

1. Please register online by visiting the Carl Vinson Institute of Government website at http://www.vinsoninstitute.org/caveat and pay by credit card (the only option online, which is the preferred method). You will be prompted to request a password to access the online registration system. Once you have received the password, you can view and update your profile and register for the conference.
2. If you are unable to register online and pay by credit card, please print the registration form and mail the completed form with a check to the address listed on the registration form. We cannot accept credit card payments through the mail; payment by credit card is only available online.
3. Payment of fees must be received before space can be confirmed.
4. Confirmation will be sent to the email address listed on the registration form.

CANCELLATION POLICY

Written notice of cancellation must be postmarked/dated no later than April 25, 2016 to receive a full refund of registration fees. Written requests postmarked/dated between April 26 and May 2 will be assessed a 25% administrative fee, and requests postmarked/dated after May 2 are not eligible for a refund. Registrants who fail to attend, cancel, or send a substitute are liable for the full registration fee. Substitution of participant is encouraged over cancellation. To cancel registration or send a substitute, please send notification to Jean Lord at lordj@uga.edu, via fax at (706) 542-2176, or mail to Carl Vinson Institute of Government, University of Georgia, 201 N. Milledge Avenue, Athens, GA 30602-5482.

EARLY CONFERENCE CHECK-IN

Early conference check-in for those participants who have pre-registered for the conference will be held at the Georgia Center from 5:00 p.m. until 7:00 p.m. on Monday, May 16. Conference check-in for participants who are unable to check-in on Monday will be on Tuesday, May 17, beginning at 7:00 a.m.

PARKING

Parking is available in the South Campus Parking Deck, which is adjacent to the Georgia Center, for $10.00 per day. Parking passes for the desired number of days may be purchased at the South Campus Parking Deck office for individuals not staying at the Georgia Center. Parking fees for lodging guests of the Georgia Center's UGA Hotel and Conference Center are already included in their lodging fee.

LODGING

If you require lodging, please contact one of the hotels listed below to secure accommodations. Each facility has complimentary internet service and can provide details concerning wireless/Ethernet capabilities along with parking fees and directions.

The Georgia Center's UGA Hotel and Conference Center is the conference site, and lodging is limited; please call early for a reservation. The Georgia Center is a 100% smoke-free facility. **Currently, the block of rooms at the Georgia Center is fully booked**. Please choose an alternate hotel for lodging. You may check intermittently with the Georgia Center Hotel for cancellations.

The Georgia Center's UGA Hotel and Conference Center
1-800-884-1381, http://www.georgiacenter.uga.edu/hotel/index.phtml
Rate: $99.00 – $134.00 per night, parking of $10.00 per day is included in lodging rate, tax if applicable.

If you require a smoking room, please contact one of the other hotels listed below:

Classic City Hilton Garden Inn
706-353-6800
Rate: $129.00 per night, $9.95 parking per vehicle per night
bit.ly/1m5mFXl
Group code: 00CVO/University of Georgia

Georgia GameDay
706-583-4500
Rate: $139.00-$219.00, $8.00/day resort fee
www.gagamedaycenter.com
Group name: CAVEAT

Holiday Inn
706-549-4433
Rate: $99.00 – $119.00 per night, complimentary parking, tax if applicable
bit.ly/1R9y2cj
Group code: CAV

Hotel Indigo
706-546-0430
Rate: $114.00 per night, $10.00 parking per night, tax if applicable
www.indigoathens.com
Group code: CAV

TAX EXEMPTION

In order to be exempt from state sales tax, a state, city, or county check or credit card must be presented upon check-in along with your state, city, or county tax exemption certificate displaying your tax exemption number. Each attendee/guest must present a hotel/motel excise tax form at time of check-in to avoid payment of those taxes.

TUESDAY AM AND PM SESSION (ALL PARTICIPANTS ATTEND)

Break-out Course Descriptions

This year, we will be offering the option for individuals to register for the concurrent sessions on Wednesday, May 18. You will need to preregister for one class for the AM session and one class for the PM session.

APPEAL PROCESS AND DOR REGULATIONS

Four-hour overview of the appeal process and Department of Revenue regulations and forms for administration of tax appeals.

ETHICS

In this essential course participants will examine the importance of ethical conduct in the administration of their public duties. Participants will gain knowledge about state ethics laws and regulations that apply to employees. They will also discuss ethical dilemmas that often confront government employees and the value of a strong ethical culture and local ethics ordinances.

INCOME APPROACH OVERVIEW

Four-hour overview of the income approach to value including statutory requirements; various income methods; and proper applications for the various property types and appraisal problems encountered by the tax appraisal office.

25th Annual
Current AD Valorem Edicts and Trends

May 16–19, 2016
The Georgia Center's UGA Hotel and Conference Center

CONFERENCE AGENDA

Monday, May 16

5:00 p.m.–7:00 p.m.	**Early Conference Registration** Location: Conference Registration Desk, 1st Floor
5:00 p.m.–7:00 p.m.	**Exhibitor Set Up** Location: Hill Atrium, 1st Floor

Tuesday, May 17

7:00 a.m.–9:00 a.m.	**Conference Registration** Location: Conference Registration Desk, 1st Floor
7:00 a.m.–8:00 a.m.	**Breakfast** Location: Magnolia Ballroom, 1st Floor
8:15 a.m.–9:00 a.m.	**Opening Session: Welcome and Announcements** Location: Mahler Auditorium, 1st Floor
	Prayer and Pledge of Allegiance to the Flag
	John Hulsey, Program Faculty, Governmental Training, Education and Development, Carl Vinson Institute of Government, University of Georgia
	Ellen Mills, Director, Local Government Services Division, Georgia Department of Revenue
	John Scott, Georgia Association of Assessing Officials
9:00 a.m.–12:00 p.m.	**General Session (all participants)**
10:00 a.m.–10:15 a.m.	**Refreshment Break** Location: Hill Atrium, 1st Floor
12:00 p.m.–1:00 p.m.	**Lunch** Location: Magnolia Ballroom, 1st Floor
1:00 p.m.–4:45 p.m.	**General Session (all participants)**
2:45 p.m.–3:00 p.m.	**Refreshment Break** Location: Hill Atrium, 1st Floor

Wednesday, May 18

7:00 a.m. – 8:00 a.m.	**Breakfast** Location: Magnolia Ballroom, 1st Floor
8:15 a.m. – 12:00 p.m.	**Concurrent Sessions** **Appeal Process and DOR Regulations (location TBA)** **Ethics (location TBA)** **Income Approach Overview (location TBA)**
10:00 a.m. – 10:15 a.m.	**Refreshment Break** Location: Hill Atrium, 1st Floor
12:00 p.m. – 1:00 p.m.	**Lunch** Location: Magnolia Ballroom, 1st Floor
1:00 p.m. – 4:45 p.m.	**Concurrent Sessions (repeat of AM concurrent sessions)** **Appeal Process and DOR Regulations (location TBA)** **Ethics (location TBA)** **Income Approach Overview (location TBA)**
2:45 p.m. – 3:00 p.m.	**Refreshment Break** Location: Hill Atrium, 1st Floor

Thursday, May 19

7:00 a.m. – 8:00 a.m.	**Breakfast** Location: Magnolia Ballroom, 1st Floor
8:15 a.m. – 12:00 p.m.	**General Session, Closing, Recap, and DOR Staff Announcements** Location: Mahler Auditorium, 1st Floor
10:30 a.m. – 10:45 a.m.	**Refreshment Break** Location: Hill Atrium, 1st Floor