

2019 FSBPT Regulatory Training Frequently Asked Questions about Registration

What is the meeting schedule?

Friday, August 16, 2019 | Breakfast 8:00 – 8:30 AM; Sessions run from: 8:30 AM - 5:15 PM + group dinner

Saturday, August 17, 2019 | Breakfast 8:00 - 8:30 AM; Sessions run from: 8:30 AM – 4:00 PM + optional social outing (*weather permitting*)

Sunday, August 18, 2019 | Breakfast 8:00 - 8:30 AM; Sessions run from: 8:30 AM – 12:15 PM + lunch until 1:15 PM

The full meeting agenda will be provided in your registration packet at the meeting. In the interim, we encourage you to review the [information posted about the 2018 meeting](#) to get a sense of the structure. Your travel authorization will have a high-level overview of the schedule to support your travel planning.

What's the registration process?

Registration is by invitation only and has three steps:

1. **SUBMIT REQUEST:**

All interested attendees are required to submit a request to attend via email. (communications@fsbpt.org) anytime between January 1, 2019, and March 31, 2019.

2. **CONFIRM ATTENDANCE:**

After April 1, 2019:

- **Those given a slot** will receive an email from FSBPT staff with instructions to confirm attendance.
 - Those given a slot must confirm their attendance by the emailed deadline to receive their travel authorization; unconfirmed slots will be given to those on the waitlist.
- **Those not given a slot** will receive an email from FSBPT noting that they have been added to the wait list.

3. **COMPLETE TRAVEL AUTHORIZATION REQUIREMENTS:**

FSBPT staff will email travel authorizations to confirmed attendees. (*See the travel FAQs for more information*)

- Attendees are expected to complete all action items as requested in the travel authorizations by the provided deadlines.

Who can request to attend?

If you have not attended previously, you can request to attend if you are one or more of the below:

- 2019 jurisdiction board member
- 2019 jurisdiction board administrator, licensing specialist or attorney

If you attended previously, you can request to be placed on the waitlist.

How many people from my jurisdiction can attend?

No more than two seats are available for each jurisdiction. If three or more people are interested in attending from your jurisdiction, the administrator will be asked to choose the top two people (who have not attended previously); those two will receive invitations to attend. The remaining individuals

will be placed on the waitlist. If space opens up, those on the waitlist will be invited to attend, with priority given first to those who have not attended previously.

I was placed on the waitlist last year and did not attend. Do I need to request to attend again?

Yes. Although we keep the waitlist, we prefer to know that you are willing and able to attend this year before we send invitations. Please express your interest via email (communications@fsbpt.org) **by April 1, 2019**.

What do I need to do to support registration?

- **Prior to April 1, 2019** - email us with your request to attend
- **In April**, please follow the guidance provided in your travel authorization. (*See our FAQs about travel, if you have questions about the travel authorization*).

When will I receive my registration packet?

You can pick up your registration packet at the registration desk beginning Friday, August 16, 2019 at 7:45 AM. Your registration packet will have your full schedule for the meeting.