UNLV TRIO Training Institute
Frequently Asked Questions (FAQs)

FAQs About All Seminars

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1. When and where are the UNLV TRIO Training Institute's 2024-2025 seminars? At what time does each event begin and end?

For the 2024-2025 grant year, the UNLV TRIO Training Institute will hold the following Absolute Priority #3 (Assessment of Student Needs, Retention & Graduation Strategies, and Use of Appropriate Technology in TRIO Project Operations) in-person training events:

Seminar (March 2025). Absolute Priority #3 - Las Vegas, NV

Day 1 - 3/10/25, 11:30 am to 4:00 pm PT
Day 2 - 3/11/25, 8:00 am to 6:00 pm PT
Day 3 - 3/12/25, 8:00 am to 3:00 pm PT

Seminar (July 2025). Absolute Priority #3 - Milwaukee, WI
Day 1 - 7/15/25 (Tentative), 11:30 am to 4:00 pm CT
Day 2 - 7/16/25 (Tentative), 8:00 am to 6:00 pm CT
Day 3 - 7/17/25 (Tentative), 8:00 am to 3:00 pm CT

Please note: While we try to adhere to the times published, unforeseen circumstances may arise that would require slight adjustments. Please allow a little wiggle room for us!

2. Where can I find information about other TRIO Training opportunities?

The most recent information regarding TRIO Training appears at Training Opportunities for Federal TRIO Programs' Personnel webpage.

3. Who is eligible to attend the UNLV TRIO Training Institute's seminars?

Persons eligible to attend UNLV TRIO Training Institute (TTI) seminars include:

- Leadership personnel* of any Federal TRIO Programs project, including Talent Search, Educational Opportunity Center, Student Support Services, McNair, Upward Bound, Upward Bound Math and Science, and Veterans Upward Bound.
- Full or part-time staff members of any Federal TRIO Programs project; or
- Individuals preparing for employment as a staff member or leadership personnel* in any Federal TRIO Programs project.

*Leadership personnel means: project directors, coordinators, and other individuals involved with the supervision and direction of projects under the Federal TRIO Programs.

4. Can GEAR UP personnel attend the UNLV TRIO Training Institute's seminars?

Yes, provided they meet one or more of the eligibility criteria described in item #3 on the Institute's Frequently Asked Questions (FAQ) webpage.

5. Whom do I contact if the answer to my question does not appear on this FAQ page?

Send an e-mail message to triotraining@unlv.edu or call 702-774-4142. The UNLV TRIO Training Institute will respond to all messages within three (3) business days of receipt.

6. Can I attend more than one UNLV TRIO Training Institute event (i.e., seminar or webinar) under the same Absolute Priority?

No. The UNLV TRIO Training Institute (TTI) cannot serve you more than once during a two-year grant cycle under the same Absolute Priority. Thus, between October 2024 and September 2026, you can attend ONLY ONE Absolute Priority #3 TTI event (i.e., seminar or webinar).

If you submit multiple applications for admission to the same event or you submit applications for admission to multiple events under the same Absolute Priority, TTI reserves the right to cancel one or more of these applications.

7. How do I apply for admission to a UNLV TRIO Training Institute event?

To apply for admission to a UNLV TRIO Training event:

1. Visit this page.
2. Click on the link for the training event you wish to attend.
3. Complete and submit the application online.

The UNLV TRIO Training Institute (TTI) will begin accepting applications for its:

- January 2025 webinar and March 2025 seminar on 12/3/24 at 10:00 AM PT; and
- May 2025 webinar and July 2025 seminar on 4/10/25 at 10:00 AM PT.

The Institute will continue accepting applications for each event until two weeks prior to each webinar and six weeks prior to each seminar. Please note that space is limited at all TTI events, so not all persons who apply will be granted admission.

8. How can I find out the status of my application to a UNLV TRIO Training Institute event?

Go to this page and perform these steps:

1. Click on the "Application Status" link.
2. On the Application Status webpage, enter your application number, which you received after completing and submitting the online application. (Your application number appears

at the top of both pages of the PDF file that was emailed to you and that popped up on your screen after you submitted your application. If you submitted your application but did not receive an email with a PDF attached, please contact the UNLV TRIO Training Institute via e-mail at triotraining@unlv.edu.)

Note: The default status of all applicants is "0 - Not admitted. . ."
This status may remain unchanged for up to 10 business days after an application is submitted.

9. How does the UNLV TRIO Training Institute make seminar-related admissions decisions?

Because space at UNLV TRIO Training Institute (TTI) events is always limited and demand for seats always exceeds the supply, TTI makes seminar admissions decisions based on a variety of factors, including (but not limited to):

- The date on which an individual submitted an application;
- The specific type of TRIO project that person represents (and how many seats remain open in the program-associated breakout group to which that person would be assigned);
- The number of years of TRIO experience; and
- The number of individuals already admitted from the person's institution/agency, state, and region, with the goal being to ensure the widest possible distribution of seats across grantee organizations and geographic regions.

10. Can I arrive at the seminar late, or leave the seminar early? Can I skip some sessions at the event? Can I choose not to complete event assessments?

If you are admitted to the seminar, you are expected to attend all event sessions and complete all event assessments. If you do not attend all sessions and complete all assessments, your opportunities to be admitted to future UNLV TRIO Training Institute events may be adversely affected. Additionally, in its annual performance reporting, the Institute may disclose the names and institution/agency affiliations of persons who are:

- Admitted to an event; and
- Without providing sufficient notice of cancellation (as described in item #11 on the Institute's *Frequently Asked Questions* webpage), fail to attend a substantial majority of the event sessions and/or complete event assessments.

11. What must I do if I am admitted to a UNLV TRIO Training Institute seminar and then find out I cannot attend?

Personally inform the UNLV TRIO Training Institute (TTI) by e-mail (triotraining@unlv.edu) that you will not be attending the seminar and that you surrender your seat at the event. In your e-mail message, please include:

- Your application number; and
- The reason for your cancellation.

Please do not ask another person (e.g., an administrative assistant) to cancel on your behalf. The Institute cannot process notices of cancellation received from third parties.

Note: If you are a "no show" for an event (i.e., you are granted admission to the event, but you do not attend and you do not personally inform TTI, at least one week before the seminar, that you will not be attending), your opportunities to be admitted to future TTI events may be adversely affected. Moreover, in its annual performance reporting, TTI is required to disclose the names and institution/agency affiliations of persons who are “no shows.”

12. What is the difference between standard admission and special admission?

IMPORTANT: The UNLV TRIO Training Institute (TTI) has two admissions categories: *standard* and *special*. As described below, TTI provides lodging for select nights to seminar attendees granted *standard admission*. TTI DOES NOT provide lodging to seminar attendees granted *special admission*.

Standard Admission: March 2025 Seminar

To all persons granted standard admission to the Absolute Priority #3 seminar (Tentatively scheduled for March 10-12, 2025) to be held in Las Vegas, NV, TTI will provide:

- A hotel room at no cost* at the seminar hotel for nights of March 10 and 11 (Tentative); and
- Continental breakfast and lunch at no cost on the days of March 11 and 12 (Tentative).

*Incidental charges (e.g., room service, laundry service, parking, multiple occupancy fees, resort fees, early departure fees, pay-per-view movies, and so on) are not covered by TTI and are solely the responsibility of the hotel room’s occupants. Moreover, TTI reserves the right to revoke an individual’s standard admission–and to have all charges for that person’s room moved from TTI’s billing to the room occupant’s credit card–if the individual checks in at the seminar hotel but fails to attend in-person seminar registration and all seminar sessions.

The hotel for the March 2025 seminar in Las Vegas is:

TBA

Special Admission: March 2025 Seminar

Persons granted special admission to the Las Vegas seminar will receive the same meals as persons granted standard admission. However, TTI will not provide, arrange, or pay for lodging for persons granted special admission. Persons granted special admission must make their own hotel arrangements and will not receive any reimbursement from TTI for the hotel expenses they incur as a result of attending the seminar. However, for persons granted special admission, TTI will establish a small block of sleeping rooms that can be reserved at the seminar hotel at a group rate. For information regarding how to make reservations and secure the group rate, persons granted special admission should contact TTI by e-mail at triotraining@unlv.edu.

For information about how to apply for admission to the seminar, see item #7 on TTI's *Frequently Asked Questions (FAQ)* webpage.

For information about how to check the status of your application for admission to the seminar, see item #8 on TTI's *Frequently Asked Questions (FAQ)* webpage.

Standard Admission: July 2025 Seminar

To all persons granted standard admission to the Absolute Priority #3 seminar (Tentatively scheduled for July 15-17, 2025) to be held in Milwaukee, WI, the UNLV TRIO Training Institute will provide:

- A hotel room at no cost* at the seminar hotel for the nights of July 15 and 16 (Tentative); and
- Continental breakfast and lunch at no cost on the days of July 16 and 17 (Tentative).

*Incidental charges (e.g., room service, laundry service, parking, multiple occupancy fees, resort fees, early departure fees, pay-per-view movies, and so on) are not covered by TTI and are solely the responsibility of the hotel room's occupants. Moreover, TTI reserves the right to revoke an individual's standard admission–and to have all charges for that person's room moved from TTI's billing to the room occupant's credit card–if the individual checks in at the seminar hotel but fails to attend in-person seminar registration and all seminar sessions.

The hotel for the July 2025 seminar in Milwaukee is:

TBA

Special Admission: July 2025 Seminar

Persons granted special admission to the Milwaukee seminar will receive the same meals as persons granted standard admission. However, TTI will not provide, arrange, or pay for lodging for persons granted special admission. Persons granted special admission must make their own hotel arrangements and will not receive any reimbursement from TTI for the hotel expenses they incur as a result of attending the seminar. However, for persons granted special admission, TTI will establish a small block of sleeping rooms that can be reserved at the seminar hotel at a group rate. For information regarding how to make reservations and secure the group rate, persons granted special admission should contact TTI by e-mail at triotraining@unlv.edu.

For information about how to apply for admission to the seminar, see item #7 on TTI's *Frequently Asked Questions (FAQ)* webpage.

For information about how to check the status of your application for admission to the seminar, see item #8 on TTI's *Frequently Asked Questions (FAQ)* webpage.

13. What meals are provided at the UNLV TRIO Training Institute's seminars?

Please see the response to item #12 on the UNLV TRIO Training Institute (TTI) *Frequently Asked Questions (FAQ)* webpage.

14. On what nights does the UNLV TRIO Training Institute provide rooms at the seminar hotels?

Please see the response to item #12 on the UNLV TRIO Training Institute (TTI) *Frequently Asked Questions (FAQ)* webpage.

15. What does it cost to stay at the seminar hotels?

Persons granted standard admission to a seminar stay at a seminar hotel at no cost, in accordance with item #12 on the UNLV TRIO Training Institute (TTI) *Frequently Asked Questions (FAQ)* webpage.

TTI will not provide or pay for a hotel room at a seminar hotel or any other location for persons granted special admission to the seminar. Information about any special room rates available to persons granted special admission can be obtained by contacting TTI by e-mail at triotraining@unlv.edu.

16. If I am admitted to a UNLV TRIO Training Institute seminar, what must I do to reserve a room at the seminar hotel?

If you have been granted standard admission to a seminar, you do not need to make reservations for the two nights that the UNLV TRIO Training Institute (TTI) will provide a hotel room to you. (See item #12 on TTI's *Frequently Asked Questions (FAQ)* webpage to find out on which two nights TTI provides hotel rooms to persons granted standard admission.) TTI will be arranging accommodations for these two nights for all persons granted standard admission. Please do not contact the hotel directly regarding these nights. The hotel will have no TTI-made reservations in any standard admittee's name until just prior to the seminar event.

If you have been granted special admission, you will need to make your own reservations directly with the seminar hotel or another hotel. Information about any special room rates available to persons granted special admission can be obtained by contacting TTI by e-mail at triotraining@unlv.edu.

17. If I am granted standard admission to a UNLV TRIO Training Institute seminar, on what other dates can I stay at the seminar hotel or another hotel?

The UNLV TRIO Training Institute (TTI) will not make any room reservations or pay for any hotel room nights other than those specified in item #12 on TTI's *Frequently Asked Questions (FAQ)* webpage.

18. If I am granted standard admission, with whom must I share my room at the seminar hotel?

No one. Each person granted standard admission gets his or her own room.

19. If I am granted standard admission, with whom can I share my room at the seminar hotel?

Anyone. However, the UNLV TRIO Training Institute (TTI) will not provide assistance with finding roommates. Moreover, TTI cannot guarantee you will have any particular bed configuration (e.g., two twin-size beds instead of a queen-size bed). Specific room assignments are made by the hotel at check-in, based on the availability of rooms that match your bed-configuration preferences. Finally, TTI will not cover any costs associated with multiple occupancy of your room.

20. If I am placed on a waiting list for Standard Admission, how long will it be before I am admitted?

There is no way to know. The speed at which persons on the waiting list are granted standard admission to a seminar depends on a variety of factors, including how rapidly previously admitted persons surrender their seminar seats and the space available in the breakout group(s) to which you would be assigned based on your program type and experience level. There is no guarantee that a person on the waiting list will eventually be admitted to a seminar. However, you can request to be removed from the waiting list and granted special admission by sending an e-mail message to triotraining@unlv.edu at least 15 days in advance of the event. Be sure to include your application number in the request.

In response to your request, you will:

- Be granted special admission <u>if</u> special admission seminar seats are available; or
- Remain on the waiting list if no special admission seminar seats are available.

<u>Note:</u> If you are granted special admission, the UNLV TRIO Training Institute (TTI) will not provide a hotel room for you. You must make your own hotel arrangements, and you will not receive any reimbursement from TTI for the hotel expenses that you incur as a result of attending the seminar.

DO NOT make any travel plans before you are granted standard admission or special admission.

21. How can I switch places with someone who has already received Standard Admission or Special Admission if that person can no longer attend the seminar?

There is no way to switch places with someone who has already received admission. The UNLV TRIO Training Institute decides to whom surrendered seminar seats are assigned.

There are no substitutions or replacements.

22. How can I apply and be admitted onsite to a seminar?

You can submit an application onsite at the beginning of a seminar. Eligible, on-site applicants will be granted special admission if special admission seminar seats are available in their respective program (e.g., Upward Bound) breakout-group category. Please note that there is no way for the UNLV TRIO Training Institute (TTI) to guarantee that seats will be available for all or any on-site applicants in any given seminar.

Note: If you are granted special admission, TTI will not provide a hotel room for you. You must make your own hotel arrangements, and you will not receive any reimbursement from the Institute for the hotel expenses that you incur as a result of attending the seminar.

23. Should I bring a device with me to the seminar? What kind?

Yes. In order to reduce printing costs and paper consumption, the UNLV TRIO Training Institute (TTI) distributes no hardcopy instructional materials at its seminars. Moreover, TTI collects much of its assessment data electronically during its seminars. Thus, all seminar attendees need to bring a device (e.g., a smartphone or tablet PC) that can connect to the internet and has a camera able to scan QR codes.