

Hello First Name:

We look forward to seeing you at the New England Summer School very soon.

This email includes your course assignments and some of your basic registration below, as well as the link to obtain many course materials and handouts.

We are also re-sending your New England Summer School logistics, timelines, check in, and directions in this note for your convenience.

[Click here for the Handouts and Resources link.](#) Some class materials have been posted, and some additional materials will be posted. Some instructors are bringing handouts to class. This web page will stay live after the school for participants to access.

[Click here for the Program Guide](#) with schedules and other details. This will be provided on site in your packet at check in.

We look forward to seeing you on Monday, June 5 at the New England School of Addiction and Prevention Studies! On behalf of the NEIAS board, staff, and Summer School Faculty, welcome to the 48th Annual Summer School! You are joining a respected community of thousands of people who have come to learn and exchange ideas for nearly 50 years. Staff members at the New England Institute, the regional state substance use disorder agencies and training organizations, and Worcester State University are busily preparing for your week at the school.

Most information that you need to prepare for your time at the school is provided here, so please take a few moments now to review this information about check in, the campus, housing, schedules, professional certification, contact hours, and much more.

Program Check In in the Sheehan Hall Lobby:

Check In will take place in Sheehan Hall (#19 on campus map) during the following times:

6:00 p.m. – 8:00 p.m. on Sunday, June 4 (*Only for Optional Sunday Night Stay participants and local commuters. To access your room on Sunday evening, you MUST arrive before 8:00 p.m.*)

Or 8:00 a.m. – 11:30 a.m. on Monday, June 5 (*For all other participants arriving on Monday*)

Monday Morning Schedules:

Most courses begin Monday afternoon after the 1:00 p.m. Opening Plenary Session, but a small number of presentations will begin at 9:00 a.m. Monday morning. **If your course assignments reflect any of the courses on this list, your day begins at 9:00 a.m. and you MUST attend the morning session as well as all others; otherwise, it begins with the 1:00 p.m. opening address.**

- 400.MT Self-Care for Service Professionals
- 491.MTWTh Substance Abuse Prevention Skills Training
- 492.MTWTh Recovery Coach Academy

- Optional Morning Plenary: **"Addressing the Needs of Substance-Exposed Newborns and Pregnant and Parenting Women"** – Mara G. Coyle, M.D. and Panel

YOUR ASSIGNED COURSES ARE:

Monday Morning 9:00 – 12:00: Monday Morning Course

Monday Afternoon 2:30 – 5:30: Monday Afternoon Course

Tuesday All Day: 8:30 – 3:45: Tuesday Course

Wednesday All Day 10:00 - 5:15: Wednesday Course

Thursday All Day 10:00 – 4:30: Thursday Course

In most cases you have been assigned your first choices. If a course was cancelled due to low course enrollment or had filled by the time you registered, you may have been assigned your second choice course. If you do not see a course assignment for a day you had selected a class for, your first course was not available and there was no second choice selected or available. You can select another course now or at the school.

[Please click here to review course descriptions.](#)

YOUR HOUSING REQUESTS:

Housing Requested:

Roommate Requested:

Gender Identity for Housing Assignment:

Did you request to stay Sunday night (additional \$65)?

SPECIAL ACCOMMODATION REQUESTS YOU HAVE REQUESTED:

Food Allergies or Medical Dietary Restrictions:

Did you request disability accessibility for housing?

Any food allergies noted on your registration have been conveyed to the campus cafeteria. When you are on site, the dining hall asks that you direct any specific food allergy questions to

dining staff, and they can answer any questions or further assist you with ensuring that your meals will work for you.

Special Needs:

Please advise us **IMMEDIATELY** of any special accommodation requests that you did not request on your original registration. There is sufficient accessible program space on campus to accommodate participants' needs, but we must know your needs **now** to ensure that arrangements have been made.

Registration Changes

If you wish to make changes to your original registration, please call us at 207-621-2549 or email neias@neias.org. Please do NOT submit a 2nd registration to request changes. Courses may also be changed on site if needed.

Additional Check In Details

Check In usually takes about 20 minutes. Exhibitors will be on site during check in, and during lunch on Monday and Tuesday. Lunch will be offered in the cafeteria beginning at 11:00 a.m., and there will be an Opening Welcome at 1:00 in the Sullivan Auditorium. We are very excited to have Sheila Raye Charles kick off our program with an inspiring presentation about our field's important work and its impact. When you check in, you will receive a packet that will contain detailed schedules and locations of program activities for the rest of the week.

If you are arriving later in the week, plan to arrive about 30 minutes before the beginning of the day to find parking and check in. (Refer to schedule link below). Look for the Registration/Help Desk area in the Sheehan Hall Lobby.

Please note that check in will NOT begin earlier or extend beyond the scheduled times.

Complete these Check In forms ahead of time and save time on site:

You will be asked to complete two brief forms when you arrive to check in. To save time, you may prefer download these two forms now, take a few moments to complete and sign them, and bring with you at check in:

[Participant Release and Information Form](#)

[New England ATTC Contact Form](#)

Program Schedule:

Click the link below to review the daily program schedule. Please note that each day's schedule is somewhat different. Detailed locations will be provided in your registration packet on site, and each day's schedule may be viewed at:

http://www.neias.org/?page=SS17_WeekSchedule

Parking on Campus:

Parking is free on the Worcester State campus.

Commuter participants should park in the Parking Garage (C on campus map).

Residential participants should park in the Wasylean Lot (B on campus map) in student spaces (not staff or medical spaces) or in the Parking Garage (C on campus map). The Parking Garage is free.

The parking office will ticket if cars are parked in designated WSU staff or WSU faculty spots.

Worcester State University Map and Directions:

Driving directions are pasted at the end of this email.

Click below to download a printable campus map (Sheehan Hall is #19):

http://www.neias.org/resource/resmgr/summerschool17/WSUcampus_map_8_2016comp.pdf

If searching for online or GPS directions, the campus address is 486 Chandler Street, Worcester, MA 01602.

IMPORTANT NOTE: Our staff travels a lot around New England, and we've learned that it's best not to rely solely on GPS, etc. **We strongly suggest cross referencing with the enclosed Worcester State University's recommended directions with your GPS.**

IMPORTANT – CAMPUS TOBACCO-FREE CAMPUS POLICY:

Because Worcester State University is now a tobacco-free campus, during our program, tobacco use will be limited to the following:

For the duration of this program tobacco use is limited to the public sidewalk on Chandler Street, immediately adjacent to the campus near Sullivan Hall, where most classes meet.

When on campus, please refer to maps and signage to ensure that as guests, we follow this policy and respect current campus policies.

Please see more detailed information toward the end of this email about Worcester State's tobacco policy and some smoking cessation resource links.

Campus Terrain:

The convenient Worcester State University campus is compact. Although most of the buildings are centrally located and we primarily use two buildings that are conveniently located, there is about a 5-minute walk between these buildings, depending upon your pace. Commuters will also want to consider the distance from parking lots to class. The campus has wide, smooth walking paths, which are well graded, and there is a convenient shortcut though the Student Center's elevator to avoid a small hill between the residence hall and the classroom building. You may also wish to drive your vehicle to class if you have a disability access parking plate.

Your Personalized Payment Information:

Your Summer School invoice (or receipt) was emailed to you automatically from New

England Institute of Addiction Studies (neias@neias.org) in an emailed titled "New England Institute of Addiction Studies - Thank you for your order" when you registered online. You may view it again by clicking on the link in your original email, and any payment changes made in the meantime will be reflected.

In most cases, if you have received a scholarship, your scholarship has already been applied to your account. If it was recently awarded or if you just registered, it will be applied shortly. If your tuition balance has not yet been paid in full or guaranteed for the full amount through a scholarship source, you or your agency are liable for the balance. **Full payment or agency billing authorization/purchase order MUST be provided immediately.** If possible, we suggest that you send a **purchase order** or email from the agency authorizing us to bill now in advance to avoid potentially lengthy "Pay Now" lines on registration day.

Payment can be made by check, cash, credit or debit card by Mastercard/Visa//Discover, money orders, or guaranteed by agency purchase orders or agency letters authorizing billing. You may call us at 207-621-2549 to make a credit card or debit card payment through noon on Friday, or provide payment at Check In at the program.

Please do NOT submit a 2nd registration to submit payment.

Checks are payable to NEIAS, and should be mailed to: NEIAS, PO Box 742, Augusta, ME, 04332. (Please note that this has been our address for just the past few years, and ensure that checks are not sent to our previous address.)

Purchase orders or agency billing authorization letters may be emailed to janet@neias.org or faxed to 207-623-0556. Be sure that checks and purchase orders reference your name and Summer School registration.

Certificate and Online Evaluation Procedure:

You will complete your NEIAS evaluation online after the program. Certificates will be emailed to you within three weeks of the receipt of your online participant evaluation or by June 30. (If you have a tight licensure renewal deadline in the meantime, please let us know, and we will ensure that you have your documentation on time.)

You may also visit our home page at <http://www.neias.org> and look under the "Summer School" menu for the "2017 Online Evaluation" link.

The website address for the online evaluation form is:
<https://www.surveymonkey.com/r/2017summerschooleval>

In addition to this online evaluation, in certain classes, you will also be asked to complete additional forms onsite for funders such as the New England Addiction Technology Transfer Center's, to meet their funding reporting requirements, or for other organizations that have developed special curricula offered at the school. We appreciate your cooperation with our partner organizations' important paperwork. Please note that our partners' paperwork does not replace the online evaluation noted above, which is needed for our continuing education unit authorizations.

Contact Hours and Professional Certification:

Contact hours for plenary presentations and evening presentations will only be awarded to participants who were in attendance. You will also be asked to sign a statement verifying your attendance, and to sign out at the end of the presentation. Attendance is monitored.

Check on the number of contact hours available each day at the “Week at a Glance” schedule page:

http://www.neias.org/?page=SS17_WeekSchedule

Contact hours are provided for addiction counselors and prevention specialists, with applications also made for professional certification by entities authorized to do so for social workers and mental health counselors.

Please check directly with your local state licensure or certification board about specific certification or licensure questions, or to ensure that your selected classes meet the requirements that you are working toward. [Click here for New England state certification and licensure board contacts.](#)

Residential Participant Information:

Your residential tuition includes lodging on Monday, Tuesday, and Wednesday nights.

If you have reserved and paid for a Sunday Night Stay before the program, you may stay Sunday night and will receive Monday breakfast. (Your Sunday Night Stay will be noted in your itinerary in your personalized email that is being sent Wednesday, as mentioned earlier.) Check in is from 6:00 – 8:00 p.m. Sunday night only. If you wish to add a Sunday night stay for an additional \$65, you MUST contact us at 207-621-2549 or neias@neias.org to request and pay for this option by the end of the day on Thursday, June 1. Otherwise, your room will be ready on Monday.

A lost room key will result in a charge of approximately \$100.

For participants staying on campus, tuition covers participation in school activities, three meals per day from Monday lunch through Thursday lunch, room and board, Continuing Education Units and most other costs.

Housing will be in the college dormitories. You will be provided with bed linens, one pillow, one blanket, one towel and one washcloth. (You will need to bring personal items such as soap and shampoo, and you may want to bring extra towels, fluffy towels, an extra blanket, etc.) There are no private baths, so you will be traveling through a common area to reach the showers.

Rooming assignments will be based on gender identity.

If you selected “Double Residential” tuition, you and your chosen roommate will share a bedroom.

There is no smoking in the residence halls or on the university campus. Please refer to the smoking policy.

IMPORTANT NOTE ABOUT DORM LIFE: When planning for your stay, please keep in mind that, although it offers wonderful community during the school, housing on

campus is definitely not hotel-style lodging. Bedrooms on campus are very basic rooms with beds, desks, and bureaus. You may wish to bring items from home that will make your stay more comfortable; refer to the list at the end of this email.

Commuting and staying in a hotel or inn is an option if you would be more comfortable in a hotel style living situation; please contact us immediately if you need to change your lodging status to commuting based on this information. Several local hotels are listed on the travel page below. (As noted, some hotels are offering a New England Institute group rate.)

http://www.neias.org/page/SS17_Travel_Info

Bedrooms do not have telephones, so you will want to bring a cell phone. Cell phone coverage is available on campus although at times it may be necessary to move around within a building to get better reception, depending upon reception, cell phone provider, etc.

Commuter Participant Information:

The Summer School is a unique event. Participants who have commuted over the years have given us the following feedback, which may be helpful in maximizing educational and networking opportunities: You will want to allow plenty of time to locate a parking space and walk to the first presentation each day. Prepare your family members and your work place for the time and energy you will be devoting to the intensive program activities. One previous commuting participant suggested pretending that you are staying on campus and making arrangements accordingly. Major presentations and evening presentations are an important part of the Summer School curriculum, and must be attended to receive the maximum number of contact hours. Lunch and dinner is provided for commuters in the campus cafeteria, and breakfast may be purchased.

Internet Access on Campus:

Wireless internet service is available on the campus. You will be provided with a guest username/password in your key packet (if you are staying on campus). Guest login information will also be made available to commuters on site.

Travel Information:

If you are working on travel arrangements by bus, train, or plane, looking for a local hotel, or would like to check out tourist information:

http://www.neias.org/page/SS17_Travel_Info

NEIAS Contact on Campus from Sunday Evening through Thursday:

The temporary NEIAS telephone number at Worcester State University will be 207-242-4381. Messages may also be left at this number for you if needed; they will be placed on a message board.

The EMERGENCY ONLY campus security phone line is 508-929-8911 (or 8911 from a campus phone).

Additional Email Communications:

Any additional updates or questions will be emailed to this email address. Your prompt reply to any questions regarding registration, courses, or payment is appreciated and will make for a smoother experience.

Your certificate will be emailed to this email address by June 30, if you have completed your online evaluation. **We suggest you check this email address regularly until registration for final communications. Please be sure that neias@neias.org is in your address book and/or "safe sender/white list" to ensure that you receive all email communications.**

Social Media:

Please follow us and participate in our social media pages now and at the school!

<https://www.facebook.com/NEIAstraining>

<https://twitter.com/neiastraining>

Use #NEIAS to tweet about the Summer School!

We hope that your time in the Summer School community in June is enjoyable and professionally fulfilling. In the meantime, if you have any questions or changes, please contact us at the New England Institute at neias@neias.org or 207-621-2549.

We look forward to seeing you on June 5th!

Sincerely,

Denise, Janet, Deb, and Jessie

New England Institute of Addiction Studies

PO Box 742, Augusta, ME 04332 (New address - we have moved!)

<http://www.neias.org>

neias@neias.org

207-621-2549

Fax: 207-623-0556

DRIVING DIRECTIONS TO WORCESTER STATE UNIVERSITY:

If searching for online or GPS directions, the address is 486 Chandler Street, Worcester, MA 01602.

IMPORTANT NOTE: Our staff travels a lot around New England, and we've learned that it's best not to rely solely on GPS, etc. We recommend cross referencing with Worcester State University's recommended directions below with your GPS.

Click below to access a printable campus map (Sheehan Hall is #19):

http://www.neias.org/resource/resmgr/summerschool17/WSUcampus_map_8_2016comp.pdf

An interactive campus map may be found at:

<http://www.worcester.edu/Campus-Map/>

Public Transportation Information:

Information about MBTA Schedule Between Boston (South Station) and Worcester (Union Station): (Campus staff have said that an Uber or taxi ride from Union Station is the best option to get to campus, and usually takes about 15 minutes.)

MBTA South Station to Worcester Union Station Information:

http://www.mbta.com/schedules_and_maps/rail/lines/?route=WORCSTER&direction=O&timing=W&RedisplayTime=Redisplay+Time

MBTA Website: <http://www.mbta.com>

Additional public transportation information and local information may be found at: <http://www.worcester.edu/Directions/>

Driving Directions By Car:

From Massachusetts Turnpike (I-90): Take Exit 10 (Auburn) to I-290 East. (See from 290 East.)

From I-495: Take Exit 25 to I- 290 West. (See from 290 West.)

From Rt. 9 West: Follow Rt. 9 West into Worcester. (See from Highland Street.)

From Rt. 146 North: Take Rt. 146 North to I-290 East. (See from 290 East.)

From I-190 South: Take I-290 West. (See from 290 West.)

From I- 290 West: Take Exit 18 (Rt. 9 West); turn right off exit ramp and stay in center lane, following directions for Rt. 9 West. Turn right onto Rt. 9 West, also known as Highland Street. (See from Highland Street.)

From I-290 East: Take Exit 17 (Rt. 9). Turn left onto Rt. 9 West, which will turn into Highland Street at bottom of the hill. Proceed up the hill onto Highland Street. (See from Highland Street.)

From Highland Street: While on Highland Street, stay in the right-hand lane. Stay on Highland Street for 1.5 miles. (past Elm Park and Doherty High School on the left). At the rotary, take the third right onto June Street. At the second traffic light, turn right onto May Street. The main entrance to Worcester State will be three blocks up on your left.

IMPORTANT – TOBACCO POLICY:

Because Worcester State University is now a tobacco-free campus, during our program, tobacco use will be limited to the following:

- For the duration of this program, when near Sullivan Hall, tobacco use is limited to the public sidewalk on Chandler Street, immediately adjacent to the campus.
- Please refer to maps and signage on campus to ensure that we follow this policy and respect current campus policies.
- Some smoking cessation resources are provided in this document.

FURTHER INFORMATION ON TOBACCO-FREE CAMPUS POLICY:

The Worcester State University campus became tobacco-free on September 4, 2014. Use of tobacco products or any kind including any nicotine-delivery system will not be permitted in or on WSU-owned or -leased property, including buildings, residence halls, grounds, community garden, athletic fields, walkways, parking lots, bus stops, and parked vehicles on campus grounds. (Nicotine replacement therapy is permitted.) This 100% tobacco-free policy will apply to all faculty, staff, students, visitors, vendors, and contractors. Smoking and/or the use of tobacco products is also prohibited in personal vehicles when those vehicles are on University property.

Worcester State University asks our students, employees, faculty, and staff to help maintain a positive relationship with our neighbors. Smoking off campus does not give any smoker the right to litter on private or public property. Worcester State will inform our neighbors about our new smoke-free standards, and will encourage our neighbors to contact the University should problems arise. Worcester State would also like to remind you that smoking is prohibited on public school grounds, including the two schools that surround the University's campus.

The full WSU Tobacco-Free Campus Policy may be viewed at: <http://www.worcester.edu/codeofconduct/>

SMOKING CESSATION RESOURCES:

The health of ALL of NEIAS participants is very important to us. We would encourage those who may wish to access smoking cessation to explore the following resources.

1-800-QUIT-NOW (1-800-784-8669) is a confidential telephone line that provides information, referral, and counseling at no charge to smokers who want to quit.

[The Massachusetts Tobacco Cessation and Prevention Program](#) is dedicated to reducing the health and economic burden of tobacco use.

[Try to Stop](#) is an interactive website that offers smokers expert advice, interactive bulletin board, self-directed quitting tools, resources, and information. Available in 9 languages.

[The Massachusetts Smokers' Helpline](#) provides free and confidential information and counseling to tobacco users referred by health-care providers and to state residents who call directly for support. The Helpline also responds to calls from friends and family members of tobacco users, health-care providers, educators, tobacco-control professionals, and the general public. A 2-week free nicotine patch starter kit is available to those patients who qualify.

[Smokefree TXT](#) is a mobile service designed for young adults across the United States. It was created to provide 24/7 encouragement, advice, and tips to help smokers quit for good.

QuitSTART is a free smartphone app that can help smokers track cravings and moods, monitor their progress toward achieving smoke-free milestones, identify smoking triggers, and upload personalized "pick me ups" and reminders to use during challenging times to help them successfully become and stay smoke free.

Many health insurance plans help cover the cost of medicines and counseling to help people quit smoking. Call the customer service phone number on the back of your insurance card to see what smoking cessation benefits you have.

- See more at: <http://www.worcester.edu/Health-and-Wellness/>

Checklist of Items You May Want to Bring to Summer School:

Cell Phone and Charger

- Money for vending machines
- Pens/paper
- Notebooks
- Medications
- Business Cards for networking
- Glasses, lens (with cleaners)
- Computer or Tablet (Wireless access is available in campus dorms; please refer to campus computer information.) and chargers
- Musical instruments for talent show

If you are staying on campus:

- Alarm Clock (if you don't use your cell phone for this)
- Reading lamp if you prefer it instead of overhead dorm room lights
- Comfortable Shoes or Sneakers
- Sports clothes
- Clothes for inclement weather: Sweater, Jacket, Umbrella
- Bathrobe and flip flops for travel to shared restrooms

- If you wish: Extra or fluffy towels and washcloths
- If you wish: Extra blankets or pillows
- Personal Cosmetic Items (soap, shampoo, etc.)

Sincerely,
The NEIAS Team

New England Institute of Addiction Studies

PO Box 742, Augusta, ME 04332

www.neias.org neias@neias.org

Phone: 207-621-2549 - Fax: 207-623-0556