

Who Should Attend?

The Pennsylvania District Attorneys Institute is pleased to present a conference designed specifically for the non-attorney administrative support staff of district attorney's offices.

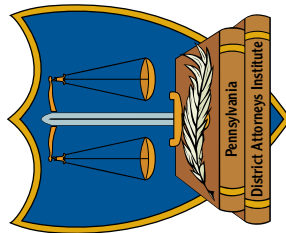
Registration is open to any non-attorney staff of district attorney's offices, including administrators, managers, receptionists, secretaries, paralegals and other support staff.

Course Location

Hyatt Place
219 W Beaver Ave
State College, PA 16801
1-800-596-3793

Questions?

Contact: Tamara L. Heagy
Training & Membership
Services Coordinator
Phone: 717-238-5416
pdaa@pdaa.org



Pennsylvania District Attorneys Institute
2929 North Front Street
Harrisburg, PA 17110
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Pennsylvania District Attorneys Institute presents the...



Key Personnel Conference

October 10-11, 2019 • Hyatt Place • State College, PA

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State College, PA

Name: _____

Nickname (for badge): _____

Title: _____

County: _____

Office Address: _____

City/State/Zip: _____

Telephone: _____

Email: _____

Accessibility Requirements:

☐ \$100 Payment Enclosed

“By signing below, I understand that if I am a no-show,
I will be invoiced for my registration.”

*Please return this form and your \$100.00 fee, **no later than September 6, 2019**, to PDAI, 2929 North Front Street, Harrisburg, PA 17110, to the attention of Tamara Heagy.*

Key Personnel Conference

October 10-11, 2019 • Hyatt Place • State College, PA

Thursday, October 10

1:00 PM - 1:30 PM: Registration

An Overview of the
Criminal Justice System

Jaime Keating, Esquire
Deputy District Attorney
Franklin County District Attorney’s Office

4:30 PM: Meet & Greet Reception

Friday, October 11

6:30 AM - 9:00 AM: Skillet Breakfast

Effective Communication Skills &
Media Relations

Lauren Cotter Brobson
PDAA Media Consultant

12:00 PM: Adjourn

Registration:

To register, please complete and return the attached registration form, along with your \$100.00 food and beverage fee to PDAI, no later than ***September 6, 2019***. You can also register for this course online by going to www.pdaa.org. Payment must be received prior to the course date to ensure admittance.

Cancellations:

No refunds will be issued for cancellations received on or after ***September 20, 2019***. Substitute attendees, however, are permissible at any time.

Overnight Accommodations:

A block of rooms has been reserved at the Hyatt Place at the rate of \$102.00 per night, single or double occupancy plus state and local taxes. The room rate is a separate charge paid directly to the Hyatt Place. It is not included in the registration fee. You may make your reservations by calling the Hyatt Place directly at 1-800-596-3793 by ***September 6, 2019*** using group name ***2019 PDAI Key Personnel Conference***. Use group code ***G-PDA4*** if reserving your room online.

Parking:

Self parking is offered in the Beaver Avenue Garage located across the street from the hotel and is included in the room rate.