

AAT HP12C Calculator Workshop

Excellent refresher for CCMA Course III



- Speaker:** Bill O'Brien, Assessor, CCMA II, MAI
- When:** Friday, May 7, 2021
- Where:** Office of Policy and Management
470 Capitol Ave, Room C
Hartford, CT 06106
- Time:** 9:00am to 12:00pm
- Cost:** **\$20.00** to Assessment Clerks, Technicians and CAAO Members
\$30.00 to non-CAAO Members **not** employed in a Municipal Assessment Office. (Payment due: May 3, 2021. Payable to CAAO.)

Parking is available in designated parking lot (see next page for details).

Please note: It is recommended that you allow extra time to travel to the building and get checked in. All applicants must be signed in with Security and issued visitor badges.

For questions contact Pam Deziel at 203-879-8100 x111

Registration Deadline: Friday, April 30, 2021

Email: secretary@caao.com (Please send an email to reserve your seat.)

Fax: 203-879-3801

Mail: Pam Deziel
Assessor's Office
10 Kenea Ave
Wolcott, CT 06716

Municipality _____

Name of Attendee: _____

Phone _____ Email _____

The HP 12C Workshop will be held at 470 Capitol Avenue, Conference Room C, Hartford, CT. Parking will be in the Visitor Parking Area which is located behind the building located at 450 Capitol Avenue. The entrance to the rear parking lot is directly across from the intersection of Capitol Avenue and Putnam Street.

The attached aerial photo shows the building location and how to access the rear visitor parking area. The parking lot is under construction. Please park under Interstate 84, as noted in the attached map. As you enter the parking lot and get to the first stop sign, before turning right, look over your shoulder to the right and you will see the green awning that you will have to go through to get to building security.

Everyone entering the building will be required to produce photo identification prior to being admitted. A valid current driver's license is recommended. **Masks must be worn at all times once you enter the building and proper social distancing guidelines must be adhered to during the entire day.**

Personal items inside the conference room will be limited. Please only bring the materials needed to take the course (calculators, pencils, etc.) – please avoid bringing purses, backpacks, or tote bags to the conference room. The cafeteria may be available for drink and snack purchases that day, but it is not staffed, it is a Grab 'n Go system.

