

“ZOOM” TRAINING ANNOUNCEMENT

Team Consulting, LLC – “Valuing Commercial Properties in a Declining Market”

Description: This two-day workshop is designed to assist appraisers in the valuation of commercial properties in a declining market. It includes suggestions on resources for obtaining information and provides survey templates to address the COVID-19 market. There will be discussion on recognizing the state of the market and the changes that have occurred, with an emphasis on data analysis and interpretation.

The workshop material includes the most up-to-date information for economic trends for retail, office, hotels, mini-storage, apartments, senior housing, and mobile home parks. Each of these groups have unique issues resulting from the COVID-19 pandemic. The workshop will include possible solutions to these challenging valuation issues and there will be discussion on how to properly address these market condition changes using all three approaches to value.

The workshop will offer suggestions on proper documentation and handling of public relations during unstable times and will include a supplement with Idaho economic data to help reconcile the national trends with the local scene.

Course Materials: This workshop includes a 200+ page course binder, with 500+ PowerPoint slides. The course binder will be mailed to registered students prior to the class date.

Instructor: Brad Eldridge, MAI, CAE

Dates: December 8-9, 2020

Time: 9:00 a.m. – 4 p.m. (Mountain Time)
There will be breaks in the morning and afternoon, along with an hour-long lunch.

Location: ZOOM Please see accompanying page outlining participation in Team Online Workshops.

Education hours: 12 credit hours

Minimum Class Size: 20 students

Fee: \$184 per person.

Invoices and class certificates will be sent upon completion of the class. The fee includes the course material. Course material will be provided to registered students by the education director.

Registration: [Register online](#) no later than Friday, November 24, 2020.

After November 24, registrations become irrevocable. They may be transferred to another student up until Monday, December 7, 2020.

Jeff Middleton
Education Director
Idaho State Tax Commission
PO Box 36, Boise, ID 83722-0320

Ph: (208) 334-7733
Fax: (208) 334-7629

Questions: If you have any questions about the course, please contact [Jeff Middleton](#).

Participation in TEAM Online Workshops

It is recommended that each participant download the free ZOOM app at https://zoom.us/download#client_4meeting well in advance of the class. The Zoom website also has demo videos. The following video shows how to join a meeting using Zoom <https://support.zoom.us/hc/en-us/articles/201362193-How-Do-I-Join-A-Meeting-> The coordinator will send the **Meeting ID** and **Password** to each participant via email. These are needed to sign into the workshop. Prior to the time of class sign in at least 15 minutes prior to the workshop start time. Each session will be setup with a Holding Room for early online arrival. High speed internet access will be necessary. If the participant does not have access to high speed internet they can access dial in for audio access only. This is not recommended as they will not have access to the PowerPoint that the instructor will be using. Some participants may have slower access speed and some bandwidth issues.

Shut off audio by muting your microphone or otherwise all noise will be heard by all participants. Normally the host will set up the session with the audio already turned off for each participant. The mute mic icon is found on the Zoom screen. If the instructor requests the participants to speak, they will instruct the student to “turn on” the mic thus allowing the student to be heard by all the participants.

Any questions or comments can be sent to the instructor by use of **Chat**. The preference would be to send the questions or comments to all participants and thus the instructor does not have to repeat the questions. There is an option within the Zoom app for the participants to electronically raise their hand but with a number of participants in the class it will be difficult for the instructor to see that notification on their screen. A digital announcement of a new Chat is a short-timed display. The instructor may not always see the digital announcement. If after a few minutes the instructor has not recognized the chat, the student is encouraged to open their mic and ask the question of the instructor.

The Education Coordinator will provide an exact list (first, last name and email address) of all participants to the instructor. The instructor will create a spreadsheet of this information and sort by the first name and that is how participants are shown in Zoom. The instructor will use that list to allow entry into the session and no exceptions can be made for security purposes. Therefore, each participant must understand that **they must sign-in to ZOOM using the exact same name as used for registration. No nicknames are allowed.** The equivalent of walk-ins, previously unregistered participants or substitutions cannot be allowed.