

The NAA's Certified Auctioneer's Institute 2020 Bloomington, Indiana

FAQ's about CAI WEEK

TRAVEL Indiana University campus in Bloomington, IN is 50 miles southwest of Indianapolis on State Road 37 (N/S) and State Road 46 (E/W). Follow signs to Indiana Memorial Union (I.M.U.) located at 900 East Seventh Street, Bloomington, IN 47405. It's approximately a one-hour drive from the Indianapolis airport to the Indiana University Memorial Union building.

SHUTTLE SERVICE There is one shuttle service between the Indianapolis airport and Bloomington are available,

Bloomington Shuttle

Telephone: (812) 589-6004

Website: <https://goexpresstravel.com>. Click on "Round Trip" under Arrivals to make your reservation.

It is cheaper booking your reservation online prior to arrival (\$24.00 one way) rather than at the kiosk at the Indianapolis Airport.

LIMO SERVICE Each participant is responsible for making his/her own travel arrangements including limousine service between Indianapolis and Bloomington.

Classic Touch Limo: For reservations, please visit their website,

<http://www.classictouchlimo.com/>. Telephone: (812) 339-7269

GoExpress Travel: For reservations, please visit their website,

<https://goexpresstravel.com>. Telephone (812) 589-6004

THURSDAY P.M. CHARTER BUS TO INDIANAPOLIS AIRPORT There will be a charter bus available to take you directly from IU to the Indianapolis Airport on Thursday afternoon. The bus will depart at 4:15 p.m. The cost of the ride is \$15.00 per person. If you have not signed up to be on the charter when you registered, please contact Lois Zielinski, (913) 563-5428 or lzielinski@auctioneers.org, to make your reservation. Reservations must be made by March 26, 2020.

CAR RENTALS Car rentals are available at the Indianapolis Airport and in Bloomington.

RELIGIOUS SERVICES There is a chapel located in Memorial Union.

FOOD Food is available in Memorial Union at: the Tudor Room (buffet lunch), Baja Fresh Dunn Meadow Café, Sugar 'n Spice Bakery, Starbucks, The Chocolate Moose, Circle Café, Circle Dining, and the Market Food Court. For information on area restaurants, please visit the Bloomington Convention and Visitors Bureau website at <http://www.visitbloomington.com/visitors/restaurants/>.

ARRIVAL All CAI students must check in at the hotel registration desk in the hotel lobby to receive room assignments. I.M.U. Building Map: <https://imu.indiana.edu/doc/imu-building-directory.pdf>

The CAI Reception Desk will be open Saturday afternoon, March 21, from 3:00 p.m. – 5:00 p.m. in the hotel lobby.

PARKING Please plan to arrive a little early if you are driving to IU. There are parking lots located to the East and North of IMU. On Saturday when you arrive these parking lots will be full as IU is hosting an event in the Memorial Union.

HOUSING *All housing arrangements are made by the NAA.* Hotel reservations for Saturday night through Wednesday night (March 21 - March 26) will be made for you if you chose to stay at the on-campus hotel on the CAI registration form. If requested, we will make Thursday night reservations for you. There is an additional hotel charge for Thursday night.

Rooms have full-size beds, free internet, coffee makers, hair dryers, limited closet space, irons and ironing boards. Most rooms have refrigerators.

Additional nights? If you need additional lodging either before or after CAI Week, please contact Lois Zielinski by email (lzielinski@auctioneers.org) or by phone, (913) 563-5428, and we will make arrangements for you. Additional nights are \$139 each.

ATTIRE Business casual clothing is appropriate for daily classes and for dinner in most Bloomington restaurants. Business attire is appropriate for the opening breakfast and class on Sunday. **This is also when class pictures will be taken.** Appropriate sports apparel is required for those who plan to use the University's intramural center.

LOCAL CLIMATE March weather in Indiana is unpredictable, often varying 20-30°F within the same week. Clothing should be for mid-range temperatures. Normal temperatures range from 40° to 60°F.

DON'T FORGET **Bring your laptop computer or tablet.**
Bring auction flyers or company brochures/newsletters to share.
Bring your business cards.

CLASS PHOTOS Update your member profile with your photo at www.auctioneers.org/profile. This photo will be used in the new CAI web app at <https://cai2020.glideapp.io>.

REGISTRATION INFORMATION Please check in at the Reception Desk if you have any questions.

and SATURDAY Those who are interested in going with a group to dinner, please meet your classmates on the Mezzanine between 5:30 p.m. and 6:00 p.m. (Optional)

EMERGENCY INFORMATION In case of an emergency while you are attending CAI, you may be reached by calling (812) 855-2536.

SUNDAY SCHEDULE

- 7:00 a.m. – 7:45 a.m. CAI Reception Desk open in the East Lounge on the Mezzanine Level
- 8:00 a.m. – 9:00 p.m. Opening Breakfast, Tudor Room

CLASS HOURS

- Sunday 10:00 a.m. Noon and 1:30 p.m. – 5:00 p.m.
- Monday-Wednesday 8:00 a.m. - 11:30 a.m. and 1:00 p.m. – 4:30 p.m.
- Thursday 8:00 a.m. – 11:30 a.m. and 1:00 p.m. – 4:00 p.m.

Breaks are scheduled during class sessions. Breaks will be held each day at 9:00 a.m. and 3:00 p.m. Coffee and soft drinks will be provided as well as a light snack.

EVENING SESSIONS

- Sunday 6:00 p.m. Networking Event – All Classes
- Monday 6:00 p.m. Auction Proposal Work – CAI I
- 6:00 p.m. Benefit Auction Set Up – CAI II
- 6:00 p.m. Business Plan Work – CAI III
- Tuesday 6:00 p.m. – 8:30 p.m. Benefit Auction – All Classes
- Wednesday 6:00 p.m. Presentations (if needed) – CAI III

PERMISSION TO POST If you are posting photos taken during CAI to social media, you must have permission to post photos that include other persons.