

Mindfulness for Judges

October 29 – November 1, 2018
Drury Plaza Hotel – Santa Fe, New Mexico

IMPORTANT INFORMATION *About Housing Accommodations*

Please note: the housing accommodation **room block** is limited and first come, first served for this course. The National Judicial College (NJC) strongly urges you make your hotel reservations upon receipt of this confirmation letter notice. Once the room block fills, all further reservations will be at room rack rates subject to hotel room availability. **NJC will not be able to negotiate room rack rates after the room block fills**, nor will NJC be able to get you into the room block if filled.

If room block fills, you may choose to stay at the Drury Plaza Hotel at room rack rates or consider another hotel in the area. However, please keep in mind the course site is the Drury Plaza Hotel. Again, NJC encourages you to book your reservations early.

About Your Comfort

During the course, you will have many opportunities to engage in meditation and in mindful movement. To ensure a positive experience, you may find it helpful to bring some things for your own personal comfort. We recommend you bring a yoga mat or thick towel for those times when we engage in mindful movement. Please recognize that we will not perform any strenuous poses, and you are welcome to remain in a chair or stand if that is your preference. You may also find it helpful to have a backrest, pillow, warm socks, and/or blanket. We encourage you to wear casual, comfortable clothes throughout the course (e.g., workout clothes, casual shirts, sweatshirts, etc.). Finally, you may wish to bring some snacks and a water bottle.

About Your Attendance

This course has limited enrollment and typically has a significant waitlist of interested attendees. Therefore, out of respect to faculty and fellow participants, please plan to attend all sessions. If you cannot attend all sessions, please consider attending the course another time to afford those who can attend all sessions the opportunity to enroll. NJC does not approve of early departures or missed sessions. Please plan accordingly.

Additional logistics about the course follow.

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CONFIRMATION OF ENROLLMENT

TIME-SENSITIVE INFORMATION BELOW

Thank you for enrolling in the above-mentioned course. Please read all the information listed below.

If you have any questions, please call or email the registrar's office:

(800) 255-8343 or registrar@judges.org

Agenda

DAILY SCHEDULE MONDAY THROUGH THURSDAY:

7:30 a.m. – 8:00 a.m. (continental breakfast available)

8:00 a.m. – 4:50 p.m. (class sessions; may vary based upon curriculum)

12:00 p.m. – 1:00 p.m. (lunch served)

COURSE CONCLUDES WITH GRADUATION ON THURSDAY, NOVEMBER 1, 2018 BY 4:10 P.M.

CERTIFICATE OF COMPLETION

To receive your Certificate of Completion you must attend all sessions and be present through graduation on the final day of the program. Please see attendance policy below.

Payment Information

The tuition for this course is **\$1,399.00**. The conference fee is **\$399.00**. The funding agency listed on your registration will be billed for tuition and conference fees prior to the course opening date. If no agency is listed, you will be billed personally and must forward the invoice to the responsible agency. If you are responsible for fees, please remit payment upon receipt of this confirmation.

Attendance Policy

The National Judicial College (NJC) has a responsibility to the funding agencies that sponsor your attendance. The NJC must ensure that the tax dollars spent on continuing education are utilized for maximum benefit. It is, therefore, the policy and practice of NJC **not** to award a Certificate of Completion to any participant who is consistently tardy or fails to attend all educational sessions.

Cancellation Policy

A full tuition and conference fee refund is available if your cancellation notice is received 30 days prior to the start date of the course. As a reminder, you need to provide cancellation notices to **both** NJC and the location with which you made hotel arrangements. You are financially responsible for any fees charged should you fail to cancel your travel/hotel reservations.

Class and Meal Information

MINDFULNESS FOR JUDGES WILL BE HELD AT:

Drury Plaza Hotel

828 Paseo de Peralta
Santa Fe, NM 87501 USA

Telephone: 505-424-2175 or 800-378-7946

Fax: 888-823-3954

Website: <http://druryplazasantafe.com/index.html>

The conference fee that you pay covers daily continental breakfast and lunch Monday through Thursday. You are on your own for all other meals. Breakfast served in Palace B or mezzanine. Lunch served in Palace B. Class held in Palace A.

Housing Accommodations

The National Judicial College has set aside a limited number of specially priced rooms at Drury Plaza Hotel at the contract rate of \$129.00 for single/double rooms. Hotel room rates are subject to applicable taxes* (currently 8.313%), for Mindfulness for Judges course attendees. **You may contact the hotel directly at 505-424-2175 or 800-378-7946 to book your reservation.** Be sure and mention The National Judicial College (NJC) room block to get the contract rate mentioned above. *subject to change

Hotel rates noted above offered three days prior and three days after course dates (subject to availability)

Hotel requires reservations be guaranteed with a major credit card or deposit check.

Check-in time: 3:00 p.m. and **Check-out** time: 11:00 a.m.

A 48-hour cancellation policy applies prior to scheduled day of arrival.

Cancellations less than 48 hours are subject to a one-night cancellation charge.

Complimentary guestroom internet access over the dates, October 28-November 1.

Complimentary Wi-Fi access in NJC meeting space.

Hotel agrees to provide valet parking at a discounted rate of \$8.00 plus tax over the dates, October 28- November 1.

This is a smoke-free hotel property.

Early departure fees may be applicable – check with hotel at time of check-in if plan to depart early.

The room block for this course is limited.

Reservations based upon first come, first served until room block filled.

However, reservation cut-off date is **Monday, October 8, 2018 at 5:00 p.m. (CST).**

Arrival and Departure Information

The Drury Plaza Hotel is located approximately 20 minutes (14 miles) from the Santa Fe Airport and one hour (67 miles) from Albuquerque International Sunport Airport (ABQ). The Drury Plaza Hotel does not offer shuttle service from/to the airport. However, there are other transportation services available: taxi, train or airport shuttle. Please check at airport transportation for services and fees.

Attire

The temperature in Santa Fe, New Mexico in late October fluctuates from an average high of 59 degrees Fahrenheit to an average low of 36 degrees Fahrenheit. Please check www.weather.com for current information. Casual attire is appropriate during class sessions.

Continuing Judicial or Legal Education Credits (CJE/CLE)

CJE/CLE credits are provided to participants via a uniform certificate of attendance form upon completion of applicable NJC courses. Participants are responsible for filing this form with their state's Continuing Legal Education offices where required. While NJC courses are nationally recognized by CJE/CLE commissions, boards or bars, participants are asked to please follow their state's specific filing rules to have CJE/CLE credits approved for this course.

The amount of CJE/CLE credit you are eligible to receive may be reduced if you are absent during any class sessions. If you need to leave during the class, please make the appropriate deduction from your CJE/CLE request.

Courtesy to Faculty and Fellow Participants

Please note scheduled breaks will be offered during the class. Therefore, out of respect for your colleagues and speakers we ask that you not engage in activities that may be distracting during the class. Before each session, we ask that all electronic devices be muted or turned off. If you must take a call during the presentation, please take the call outside of the room.

Additional Information

- Additional classes can be viewed on the NJC website at www.judges.org
- If you would like information about the NJC Certificate in Judicial Development program, please visit <http://www.judges.org/certificate/index.html>

The NJC is On Call for You

Someone is available to answer your call. If you experience challenges while travelling to or from an NJC course and our office is closed, please contact us at 775-813-1891.