



INSPECTOR GENERAL  
INSTITUTE®  
ASSOCIATION OF INSPECTORS GENERAL

# Association of Inspectors General

## Inspector General Institute®

### August 12-16, 2024

### New York, New York

### **Subject: Know Before You Go - Certified Inspector General (CIGI)**

Dear CIGI Attendee,

We are so excited to have you join us at the 2024 NYC AIG Inspector General Institute in New York at John Jay College of Criminal Justice! As you make your final preparations, please review the important information below.

Your course will begin promptly on **Monday, August 12 at 9:00 AM** to give attendees time in the morning to locate their classroom. From Tuesday through Friday, classes will start at 8:00 AM and conclude at 5:00 PM daily, except for Friday. Please see the Attendee Guide for more information on Friday's schedule. If you did not get an Attendee Guide, you can find a copy on the course website or email us.

#### **What happens on Monday morning?**

On Monday, please come to the **main entrance of John Jay College at 524 W 59<sup>th</sup> Street (located in the middle of the block on West 59<sup>th</sup> Street between 10<sup>TH</sup> and 11<sup>TH</sup> Avenues)**. There are multiple entrances to John Jay, but please use the main entrance on W 59<sup>th</sup>. Once you receive your badge, your name badge is required to be worn for all instruction and events and to enter John Jay at the security desk. AIG Staff will direct you to your classroom. Classes start promptly at 9 AM on Monday.

#### **Early Registration: Check-in on Sunday!**

Coming to the Institute on Sunday? We encourage you to come to AIG Registration to pick up your name badge. **AIG Registration is located at the main entrance of John Jay (524 W 59 Street, located between 10<sup>th</sup> and 11<sup>th</sup> Ave. On page 3, we have included a map for you to come to John Jay from the hotels.** On Sunday, registration is available from **3 PM - 6 PM**. On Monday morning, registration is open at 7:30 AM.

#### **Access Course Webpage**

You may access the latest Institute agenda, downloadable course materials, attendee list, and speaker bios by visiting the course webpage via the following link:

<https://inspectorsgeneral.glueup.com/event/2024-nyc-aig-certified-inspector-general-investigator-institute-106813/>

Bookmark this page as you will use this course website throughout the week. For your convenience, a printable version of the course schedule is available under Course Materials on the website.

### **Please Bring a Computer/Laptop**

All course presentations, speaker bios, documents, and session evaluations are provided electronically only. Wi-Fi will be provided at the Institute. The program's certification examination will also be paperless and conducted online. Each student is responsible for bringing with them a computer or tablet that can access the internet. The exam cannot be taken on a mobile phone. Should you require a special accommodation for any reason, please notify us as soon as possible.

### **Attendance Check-in/Check-out Requirements for all Courses**

To comply with mandated NASBA Standards and AIG policy, we use Conferences i/o, a digital attendance recording platform to conduct rigorous check-in and check-out procedures for every course each day. You must check in every morning (Monday at 9 AM and Tuesday through Thursday at 8 AM) and again after lunch (1 PM) using the Conferences i/o platform to record your attendance and be eligible to receive CPE credits.

The twice-daily procedure to check in will be as follows. When you arrive in class, you will use the Conferences i/o QR code or the Conferences i/o URL that will be displayed on the screen. You will then enter your name, email address and a Session Check-In Code. The check-in code – which changes according to the day and session – will be displayed on the screen, is unique to your course, and not interchangeable. If you leave the class for more than 5 minutes, you must go to Conferences i/o site and click “check-out.” When you return, you can check-in again. If have questions, AIG staff will be happy to assist you. These check-ins/check-outs will only be available for the assigned times. Failure to check-in/check-out during the designated times will result in your loss of CPE credits.

### **Session Evaluations**

In addition to the check in process described above, to receive CPE credit, attendees must also complete all session evaluations. Links to all session evaluations will be provided in a handout and on the course website. Please complete the session evaluations for that day by 7 PM ET each day.

### **Parking**

Parking in NYC is very expensive, and we recommend you use public transportation. However, if you are looking to park while at the Institute, we recommend the website Spothero ([www.spothero.com](http://www.spothero.com)) to secure parking.

### **Attire and Conduct**

Business casual is the attire for all sessions and events. Please note that Institute classes are held in large lecture halls. John Jay attempts to keep the temperature of the lecture halls consistent, but it varies from room to room. If you know that you tend to run cold, especially while sitting for long stretches, make sure to bring a sweater, jacket, or scarf. If you know that you will be warm, please dress lightly. Wearing layers is always a safe choice. The weather looks good, but you may want to bring a small umbrella for travel between the hotel and the Institute.

All attendees, Association board members, staff, and Institute® instructors are expected to conduct themselves in a professional and courteous manner throughout the program. The Association and IG Institute® have policies in place that prohibit inappropriate conduct (whether physical, sexual, harassing, or discriminatory in nature) and any such observed or suspected conduct should be reported immediately to the Association’s Executive Director (Michael Castrilli) or the Professional Certification Board Chair (John Carey).

### **Public Safety**

Maintaining the safety and security of Institute attendees is critical to us. Should you need to reach John Jay Public Safety at any point during your stay, call (212) 237-8524 or reach them via email at [publicsafety@jjay.cuny.edu](mailto:publicsafety@jjay.cuny.edu).

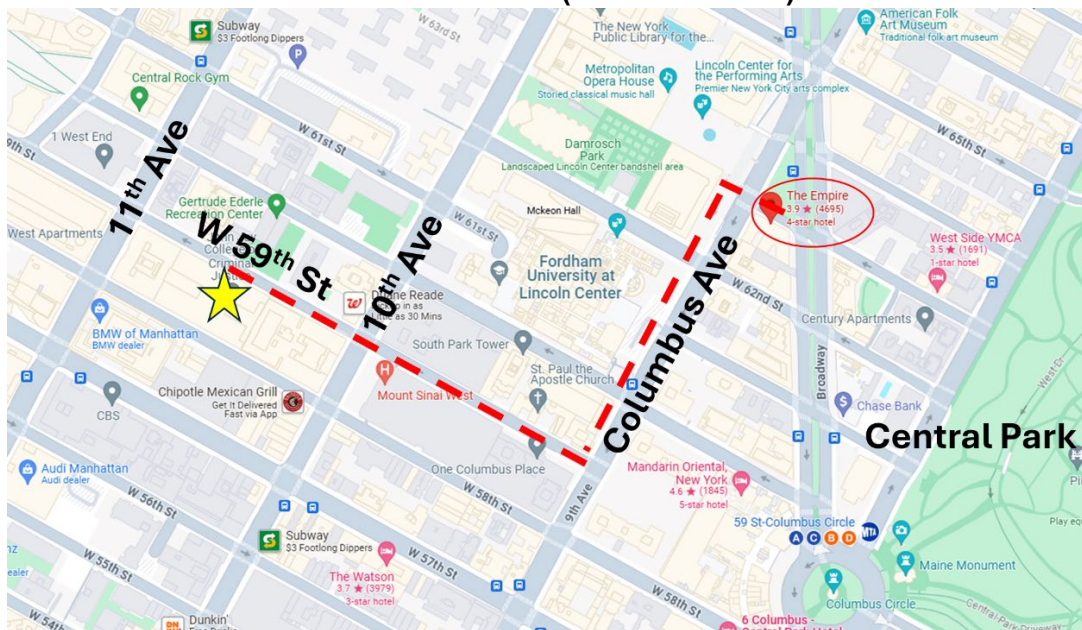
### **Attendees List**

Be ready to network! We have 166 attendees Federal, State, City, County, and Military institutions. Next week you will find a downloadable list of all attendees on the Course Website, under Course Materials.

### **Walking Maps from Institute Hotels to John Jay**

From **EMPIRE HOTEL** (44 W 63<sup>rd</sup>) to John Jay (524 W 59<sup>th</sup>)

**When exiting the hotel, turn left out of hotel, and left on Columbus Ave (9<sup>th</sup>). Walk four blocks (south) and turn right on W 59<sup>th</sup> Street. Walk two blocks west and the Main entrance to John Jay is on the left side of W 59<sup>th</sup> Street, between 10th and 11th Avenues (about 10 mins)**



**From FAIRFIELD Inn (538 W 58th) to John Jay (524 W 59<sup>th</sup>)**  
**When exiting hotel, turn right out of hotel, and turn left on 10<sup>TH</sup> Ave. Walk one block (north) and turn left on W 59<sup>th</sup> Street. The Main entrance to John Jay is on the left side of W 59<sup>th</sup> Street, between 10th and 11th Avenues (about 5 mins)**



On behalf of all of us at the AIG, we look forward to welcoming you to the Institute. If I can provide you with any assistance, please contact me at [mjcastrilli@inspectorsgeneral.org](mailto:mjcastrilli@inspectorsgeneral.org).

Best regards,

Michael Castrilli  
Executive Director

Elizabeth Foreman  
Program Director