



Association of Inspectors General
Inspector General Institute®
March 11-15, 2024
Jacksonville, Florida

Subject: Know Before You Go - Certified Inspector General Auditor (CIGA)

Dear CIGA Attendee,

We are so excited to have you join us at the 2024 AIG Inspector General Institute in Jacksonville! As you make your final preparations, please review the important information below.

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 on the 3rd floor, Sky Bridge.** On Sunday, registration is available from **3 PM - 6 PM. Please remember to set your clock forward one hour on Sunday, March 10th as Daylight Saving Time begins!** On Monday morning, registration is open at 7:00 AM.

What happens on Monday morning?

For those who picked up their badge early, proceed directly to your classroom on the **3rd Floor, RIVER TERRACE 2**. All others, come to AIG Registration (3rd Floor, Sky Bridge) to pick up your badge. Classroom instruction begins promptly at 8:00 AM on Monday morning.

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-aig-certified-inspector-general-auditor-institute-94547/>

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 (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 Conference 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. There are two mandatory check-ins each day, one at 8 AM and another at 1 PM. 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

The discounted parking rate for our group is \$16.00 plus tax. If you will be commuting daily to the Institute, see the AIG staff for a daily parking voucher.

Attire and Conduct

Business casual is the attire for all sessions and events. Please note that Institute classes are held in a large hotel conference room. The hotel attempts to keep the temperature of the ballrooms 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.

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

Interim Executive Director (Michael Castrilli) or the Professional Certification Board Chair (John Carey).

Attendees List

Be ready to network! We have 231 attendees from more than 150 organizations, including Federal, State, City, County, and Military institutions. Institute attendees represent 23 states, the District of Columbia, Puerto Rico, the Armed Forces Europe, and Saudi Arabia. Next week you will find a downloadable list of all attendees on the Course Website, under Course Materials.

On behalf of all of us at the AIG, we look forward to welcoming you to this year's Institute. If I can provide you with any assistance, please contact me at mjcastrilli@inspectorsgeneral.org.

Best regards,
Michael Castrilli
AIG Interim Executive Director

