

GENERAL ACADEMY INFORMATION

REGISTRATION:

Registration must be received by close of business Friday, Sept. 25, 2015. **A confirmation letter will be sent to the email address you provide.**

Registrations received after that date will be processed as time and class availability allows.

Federal employees whose agencies face end of the fiscal year spending restrictions may still register. Invoices will be based on registration date and can be paid in the new federal fiscal year.

There will be a separate registration process for entrance into the Brookhaven National Lab (BNL). The BNL registration is for access into Brookhaven National Lab **only**. It does not register you for the Academy.
BNL registration information will be sent to you with your NYWIMA registration confirmation package.

****Classes that do not reach ten students by Sept. 14 may be canceled.**

SECURITY:

Due to the security at Brookhaven National Lab, anyone who **IS NOT a U.S. Citizen**, must have their registration form in by **Sept. 4. If you do not register by then, you will not be allowed on BNL property.**

Any personal computers brought onto BNL premises with a Windows operating system must be upgraded to **Windows 7 or higher** for security purposes.

FINANCIAL:

**** For your registration to be processed, it must be accompanied by a check, credit card number or agency voucher and must be completely filled out.** Visa & MasterCard accepted.

Ray Corwin Memorial Scholarship: S-130/190 Basic Firefighting & Wildfire Behavior (five day and field day courses) and S-215 Fire Operations in the Wildland/Urban Interface are **FREE** for Suffolk and Nassau County, New York volunteer firefighters.

Refund Policy: All cancellations must be made in writing to NYWIMA@pb.state.ny.us and must be received no later than **Oct. 5, 2015**. No refunds will be given for "No Shows." Full refunds will be given for all cancellations made by the close of business, Monday, Oct. 5. After Oct. 5, a fee of \$65 will be charged for each class cancelled. If you are taking a one day only class, the cancellation fee is \$50 for cancellations after Oct. 5. Substitutions are possible.

LODGING:

Dormitory Lodging will be available on-site for \$44 per night. All reservations are made directly with BNL's Housing Office. Contact BNL at (631) 344-2541 or (631) 344-2551. Have a credit card available. American Express, Visa and Master Card accepted.

NOTE: If you do not check in on the first night that you requested, you will be charged for that night. If you have a change of plans, please let housing know ASAP.

Hours of Operation: Mon. - Fri.: 8 a.m. - Midnight, Sat. - Closed; Sun. 4 p.m. - Midnight
After Hours: Housing Keys are to be picked up or returned to Police Headquarters, Bldg. 50.

Hotel Information:

The Hyatt Place East End, Hampton Inn, Marriott Springhill Suites and Hilton Hotels are extending special rates to Academy participants. When booking a room, you must guarantee your room with a credit card. All hotels include a free continental hot breakfast and shuttle service to and from Brookhaven Lab and around town. Call for further details:

Hyatt Place East End: \$89/night – 451 East Main St. Riverhead, NY 11901 – (631) 208-0002 <http://hyattplaceeastend.com>

Hampton Inn: \$85/night - 2000 N. Ocean Ave. Farmingville, NY 11738 – (631) 732-7300 www.hamptoninnbrookhaven.com

Marriott Springhill Suites: \$89/night – 2 Sawgrass Dr. Bellport, NY 11713 – (631) 924-0090 www.marriott.com

Hilton Garden Inn: \$99/night – 2038 Old Country Rd. Riverhead, NY 11901 – (631) 727-2733 www.hiltongardeninn.com

**Rates are tax exempt with proper identification forms.*

State that you are with the NY Wildfire & Incident Management Academy. If you will need a pickup, let the hotel know as far in advance as possible. Any cancellations need to be made at least 48 hours in advance of scheduled arrival.

EMERGENCY ACADEMY INFORMATION:

The emergency contact number for the Academy is (631) 394-5451. The Academy will also make attempts to update its website at www.dec.ny.gov/education/73.html, www.nywima.com and

<https://www.facebook.com/pages/New-York-Wildfire-Incident-Management-Academy/586382014770526>

in the event of course cancellations due to weather emergencies or other events.