



# **John T. Riordan School for Professional Development Doubletree Paradise Valley Resort April 15-19, 2012**

## **GENERAL INFORMATION**

### **PROGRAM DATES & LOCATION**

The John T. Riordan School for Professional Development will be held during the week of April 15-19, 2012 at the Doubletree Paradise Valley Resort in Scottsdale, Arizona.

The address and telephone numbers of the hotel are as follows:

**Doubletree Paradise Valley Resort**  
5401 N. Scottsdale Road  
Scottsdale, Arizona 85250  
(480) 947-5400 phone  
(480) 946-1524 fax

### **TRAVEL INFORMATION**

Phoenix Sky Harbor International Airport is located approximately 20 minutes from the hotel. The Super Shuttle (602) 244-9000, runs their service every 15 minutes. Super Shuttle courtesy telephones are located in the baggage claim area. Once you have picked up your luggage, please use the courtesy phones and you will be instructed to the proper pick up area.

- Super shuttle is available and the cost is \$30 per person round trip.
- Yellow cab service is available and the cost is approximately \$30 one-way.
- Town car service is available and the cost is \$30 one-way

### **DIRECTIONS TO THE DOUBLETREE PARADISE VALLY RESORT**

The Resort is located approximately 10 miles away from Phoenix Sky Harbor International Airport. Travel time is approximately 20 minutes. Exit the Airport (East) to the 44<sup>th</sup> Street Exit. Follow northbound to Camelback Road. Turn right (East) and follow to Scottsdale Road. Turn left (North) on Scottsdale Road. The Doubletree Resort is on the right (5401 N. Scottsdale Road) between Vista Road and Jackrabbit Road.

## **CLASS REGISTRATION HOURS**

Registration will be held in the Main Lobby Foyer - Doubletree Paradise Valley Resort. Sunday, April 15, 8:30AM – 1:00PM. Signage will direct you to the registration area. At this time, you will receive your workbook, textbook, class information, name badge and other related materials.

## **OPENING WELCOME ADDRESS**

On Sunday, April 15, please join your fellow participants and ICSC staff for a brief opening welcome address from 1:00PM – 1:30PM in the Grand Ballroom of the Doubletree Paradise Valley Resort. The first class will begin, Sunday, April 15 at 1:30PM.

## **WELCOME RECEPTION**

Sunday, April 15, ICSC would like to invite you to meet your fellow students at a Welcome Reception from 5:30PM - 7:00PM in the North Pool Area of the Doubletree Paradise Valley Resort.

## **MASTERCLASS CERTIFICATION MIXER**

Join your fellow JTR classmates for a light reception and guest speaker, Eric Salo, Executive Vice President of Macerich, at the Masterclass and Certification Mixer on Monday, April 16<sup>th</sup> from 5:30 to 7:30pm.

## **CERTIFICATION INFO SESSION**

Join ICSC certified professionals along with other interested participants for an info session on the ICSC designations (CSM, CMD, CLS, & CDP) on Tuesday, April 17<sup>th</sup> from 7:30 to 8:20am.

## **CLASS PHOTOS**

On Tuesday, April 17 please take note there will be a class photo for your institute. Please congregate promptly in the Doubletree Paradise Valley Resort lobby at the noted time below:

Management I – Tuesday, April 17<sup>th</sup> at 12:00pm  
Management II – Tuesday, April 17<sup>th</sup> at 12:15pm  
Marketing I – Tuesday, April 17<sup>th</sup> at 12:30pm  
Marketing II - Tuesday, April 17<sup>th</sup> at 12:45pm  
Leasing I - Tuesday, April 17<sup>th</sup> at 1:00pm  
Leasing II - Tuesday, April 17<sup>th</sup> at 1:10pm  
Development, Design and Construction - Tuesday, April 17<sup>th</sup> at 1:20pm

## **BBQ DINNER AND PARTY AT THE POOL**

Tuesday, April 17, ICSC will be hosting a dinner for all registrants attending the School. An Arizona-flavored dinner menu will be served along with beer, wine and soda. We will also have musical entertainment for your pleasure! The fun begins at 5:30PM at the Doubletree North Pool Area.

## **SHOPPING CENTER TOUR**

Wednesday, April 18, Students will visit and tour the Desert Sky Mall in Phoenix. Buses will depart the Doubletree Paradise Valley Resort at 5:15PM promptly from the Main Front Entrance of the Doubletree Paradise Valley Resort. Return transportation will also be available concluding the tour. For an enhanced learning experience, each student will receive a Shopping Center Analysis form to complete during the evening tour as well as assigned into a group with a group leader.

## **CERTIFICATE OF PARTICIPATION**

Attendance will be taken at each session and you are required to sign an attendance sheet. Please ensure that you sign the attendance sheet before leaving each session. Upon verification of attendance, certificates will be distributed on Thursday, April 19th during the Awards Ceremony. Certificates will be mailed to attendees who are unable to attend the Awards Ceremony and who meet the attendance requirements throughout the week.

*Attendance is mandatory for all sessions. Certificates of Completion will only be awarded to students who meet this requirement. Students who copy other students' signatures on attendance sheets will not receive certificates.*

## **AWARDS CEREMONY**

Following the last course of the school will be an awards ceremony at 12:00 noon in the Grand Ballroom where the certificates of participation will be distributed. Attendees leaving before the Awards Ceremony will be mailed their certificate of participation pending all classes were attended from their institute.

## **CERTIFICATION STUDY HALL**

For participants taking their certification exams on Friday, the study lounge is the place to be on Thursday afternoon, April 19<sup>th</sup> from 1:00 – 4:00PM. In addition to refreshments designed to boost your energy and brain power, attendees will have access to a comfortable work space to study with their peers, a private library of ICSC reference texts, and advice from seasoned and expert certified professionals who know what the exam experience is all about.

## **CERTIFICATION EXAMS AVAILABLE IN PHOENIX**

A limited number of spaces have been reserved for qualified candidates to sit for their CSM, CMD, CLS or CDP examination on Friday, April 20<sup>th</sup> from 12:30 – 5:00PM at the Phoenix Testing Center (1951 West Camelback Road, #120 Camel West Plaza, Phoenix). Applications for certification will not be accepted after March 15, 2012. If interested, please contact Viktoriya Kostinenko at [vkostinenko@icsc.org](mailto:vkostinenko@icsc.org).

## **PROFESSIONAL CERTIFICATION**



Becoming ICSC Certified is the best way to get the most out of your investment in the John T. Riordan School for Professional Development. It demonstrates to yourself, and your employer, that you've mastered the concepts taught in your Institute. You'll earn a \$200 credit good towards certification through your participation this year. Complete two Institutes in your discipline within a two-year period (2011-2012 or 2012-2013) and your exam registration is free! Conditions apply, contact [certification@icsc.org](mailto:certification@icsc.org) for details.

## **CLASS SCHEDULE AND LOCATIONS**

Classes will be conducted at the Doubletree Paradise Valley Resort. Classroom assignments and locations can be found on the program schedule in the workbook binder which will be given to you at registration.

## **FACULTY MEMBERS**

The ICSC faculty are fellow professionals with extensive experience in the industry. Please note that ICSC faculty members volunteer their time and efforts to share their industry knowledge with you.

## **EVALUATIONS**

Evaluation forms will be distributed to you in each session. It is very important that you take the time to complete these forms. Please turn them in after each session. Your input for future education events is much appreciated.

## **POWERPOINTS**

In efforts to remain environmentally friendly, all course PowerPoints will be available electronically to all registered attendees and placed online under their ICSC profile. To access the PowerPoints, please log-in using your membership ID and enter the URL address [www.icsc.org/2012SAZ](http://www.icsc.org/2012SAZ). You will see the PowerPoints listed for your given institute under “Quicklinks” on the right hand side of the page. Those students with laptops, iPads, and other electronic devices are welcome to load the electronic PowerPoints during class and follow along or personally print any PowerPoints you wish prior to class.

## **ICSC's NEW SOCIAL NETWORK<sup>BETA</sup>**

ICSC has launched a new social network site that will enable members to engage in discussions surrounding various topics. There has been a discussion group created for all JTR School attendees who participate in the Scottsdale, AZ event for 2012. Attendees are encouraged to engage with other participants as well as faculty members before, during and after the school in Scottsdale, AZ. The link to join the discussion is; <http://community.icsc.org/topic/45>. (icsc.org>community>discussions>general>johntriodanschoolforprofessionaldevelopment-scottsdale,az2012).

## **BREAKFAST AND LUNCHEONS**

Continental Breakfast will be served each weekday from 7:00AM - 8:00AM in the Grand Ballroom Foyer - Doubletree Paradise Valley Resort. Lunch will be served Monday, Tuesday and Wednesday in Paradise Park - Doubletree Paradise Valley Resort from 12:00PM -1:00PM. *Please advise us of any dietary restrictions before or at registration.*

## **REFRESHMENT BREAKS**

We will provide refreshment breaks daily. The morning breaks will be held from 10:00AM to 10:15AM in the Grand Ballroom Foyer - Doubletree Paradise Valley Resort. The afternoon breaks will be held from 3:00PM - 3:15PM in the Grand Ballroom Foyer - Doubletree Paradise Valley Resort.

## **ICSC PUBLICATION BOOTH**

ICSC publications will be on display during the week at the School for Professional Development. You will be able to review these publications at your leisure and/or purchase on-site. *Free Shipping will be offered for any publications ordered on-site.* The publication booth will be open during registration, breakfast, lunch and refreshment breaks.

*Note: Publication orders will be shipped to you within four to six weeks.*

## **ICSC OFFICE**

The Executive Boardroom (across from the Grand Ballroom on the hotel’s main level) has been designated as the ICSC office. Should you have any questions or concerns during the week, please feel free to stop in and discuss them with any of the following ICSC Staff members:

***Judy Wander, Vice President, Director of Education***

***Rhonda Payne, Manager Professional Certification and Education***

***Jason Barnhart, Senior Education Administrator***

***Viktoriya Kostinenko, Education Coordinator***

***Tiffany Foxworth, Sr. Project Manager/Team Leader***

***Jennie Wnuk, GEM Meeting Planner***

**MISCELLANEOUS**

*You will need your calculator!* Please bring a pocket calculator with you to class. Many of the instructors will be working on problems that can be solved quickly and efficiently with a basic calculator.

**INCLUDED IN YOUR REGISTRATION FEE**

The following items are included in your Registration Fee: Admission to Classes, Name Badge, Workbook Materials, Welcome Reception, Breakfasts, Lunches, Refreshment Breaks, BBQ Dinner and Pool Party and Shopping Center Tour.

**WE LOOK FORWARD TO SEEING YOU IN SUNNY, SCOTTSDALE, AZ!**

**SAFE TRAVELS!**