

AVS Short Course Information

The AVS National Short Course Program will be held October 18-22 in conjunction with the AVS 57th International Symposium and Exhibition being held at the Albuquerque Convention Center, Albuquerque, New Mexico.

All Students must check in at the Short Course registration desk to collect their name badge and course materials.

Course Location and Hotel Accommodations

All short courses will be held at the Albuquerque Convention Center, located at 401 2nd Street NW, Albuquerque, NM. AVS is pleased to offer special rates at three Albuquerque hotels—the Hyatt Regency (HQ-\$170 single/double occupancy) the DoubleTree Hotel (\$129 single/\$139double occupancy), and the Embassy Suites Hotel (\$175 single/\$185 double), plus tax. Housing reservations can be made online at <http://www2.avs.org/symposium/AVS57/pages/info57.html> and click on Housing & Travel tab. Reservations must be made no later than **September 23, 2010**.

Registration Deadline Policy

Complete and return the registration form to enroll. Upon receipt of your registration form and payment, you will receive an e-mail confirmation with specific registration and course details.

Early Registration--Important! To ensure early registration rates and your place in the course(s) of your choice, please be sure your registration form and payment are received by the AVS office no later than **Friday, September 25**.

Late (or Onsite) Registration--Following the **Friday, September 25** early registration deadline, course fees will be marked up \$50 per course (\$25 per course for students). If you choose to register onsite, it is on a first-come first-served basis. Please check class/space availability, 530-896-0477, heather@avs.org.

Cancellations-- If notice of cancellation is received on or before **Friday, October 2, 2010**, fees will be fully refunded. After **October 2**, refunds will be given, minus a \$100 processing fee. *No refunds/course credit for individuals who do not show up for their course(s).*

Registration Fee Discounts - (Apply only one discount per registrant)

- **Multi-Course Discount** provides a \$300 discount for every three courses taken, by *one* person, at a specific short course program (i.e., the same location and calendar week). ***This offer excludes student members and courses already being offered at a discounted rate.***
 - **Member's Discount** provides a \$75 discount per location offering for current AVS members. ***This offer excludes student members and courses already being offered at a discounted rate.***
 - **Full time students** may register at a discounted rate of \$100 per day for any course (student rates for each course are listed on the registration form). Please note, some courses include a supplemental textbook, however, as a student registrant the textbook is not included with your registration.
 - AVS is not responsible for applying, or being aware that you may qualify for any of the above discounts. You may only select one discount option when registering. If you qualify for more than one discount please select the greater of the two to be applied.
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How to Register

By WWW: Complete the online registration form and press "Submit". You will receive an e-mail confirmation letter with more specific registration and course details..

By Fax/Phone: Fax your completed registration form to AVS at 530-896-0487. If you prefer to pay by check, you may first confirm your registration by calling 530-896-0477. You will receive an e-mail confirmation with specific registration and course details.

By Mail: Mail your completed registration form and payment to:
AVS, 110 Yellowstone Dr., Suite 120, Chico, CA 95973. **(AVS tax ID# 04-2392373)**
You will receive an e-mail confirmation with specific registration and course details.

To check on the status of your registration, call 530-896-0477 or e-mail heather@avs.org.

Schedule & Class Materials

Courses will begin at 8:30 a.m., finish at 5:00 p.m., and have a 1 ½ hour lunch break. Students are encouraged to visit the exhibition during lunch and morning/afternoon breaks. *Lunch is **not** included.*

Attendees may obtain class materials at the short course registration desk during conference registration hours. The short course fee for some of the courses includes the cost of a published, hardcover textbook. Certificates of completion will be given to all students attending the full course.

Registration hours:

Sunday, Oct. 17: 2:00-6:00pm

Monday, Oct 18: 7:30-5:00pm

Tuesday, Oct. 19: 7:00-5:00pm

Wed/Thurs, Oct. 20-21: 7:30-5:00pm

Friday, Oct 22: 7:30-9:30am

Dress Code

Casual business attire. However, since room temperatures fluctuate, please bring a light sweater or jacket so that you may be more comfortable.

Onsite Short Courses

Do your employees need training now? Is travel out of the question? Are budgets tight? Let AVS bring our short courses and qualified instructors to your organization during these tough economic times.

AVS Onsite Short Courses offers:

- **Convenience** – Lets you decide when and where your courses will be presented
- **Cost-effectiveness** – Eliminating attendee travel expenses and individual attendee course fees. Competitive pricing for any size group of employees
- **Customization** – A program that includes only those topics most valuable to your group
- **Technical experts** – Selected for their knowledge of the subject, proven teaching ability, and communication skills
- **Development** – Develop new topics not covered in our short course catalog per your organization's needs and recruit technical experts qualified to train your employees.

To request a proposal, please complete the Onsite Short Course request form, <http://www.avs.org/education.onsite.form.aspx>

Courses by Request and Information Request Forms

Don't see a course you want? Use the online Courses by Request form at <http://www.avs.org/education.byrequest.aspx> to make a suggestion. This is a new method used to schedule course(s) you need.

If you cannot attend courses for this offering but would like more information or would like to begin receiving brochures on upcoming course offerings in your area, contact AVS, 110 Yellowstone Dr., Suite 120, Chico, CA 95973, 530-896-0477, or complete the information request form, <http://www.avs.org/education.shortcourse.request.aspx>.