



Education Course Registration Form

Please complete this form for each attendee and fax to Aleda Ealom at 941-377-5590 or Email to aealom@meti.com prior to expected attendance.

Attendee Name: _____

Position: _____

Organization: _____

Telephone #: _____

Email Address: _____

Type of Training

- | | |
|--|------------------------|
| <input type="checkbox"/> HPS Basic | Date of Training _____ |
| <input type="checkbox"/> HPS Advanced | Date of Training _____ |
| <input type="checkbox"/> ECS Basic | Date of Training _____ |
| <input type="checkbox"/> ECS Advanced | Date of Training _____ |
| <input type="checkbox"/> iStan Basic | Date of Training _____ |
| <input type="checkbox"/> iStan Advanced | Date of Training _____ |
| <input type="checkbox"/> Simulation Technologies | Date of Training _____ |

Three topics that you would like to cover:

1. _____

2. _____

3. _____

Customer Billing Information Form

Cancellation Policy for Training: The customer may cancel, without penalty, any training scheduled at the METI Education & Training Facility provided a written notice is received at METI 10 business days prior to the scheduled training date. If notice is not received by METI at least 10 business days prior to the class starting date, the customer shall pay the full amount for the entire course.

Attendees: _____

Billing Contact Name: _____

Billing Address: _____

Phone #: _____ Email: _____

Please process transaction as follows:	Payment information:
Date to Process: _____ Special Instructions: _____ _____ _____ _____	Pay by: <input type="checkbox"/> Credit Card - see below for additional information <input type="checkbox"/> Check # _____ <input type="checkbox"/> Please bill without Purchase Order <input type="checkbox"/> Purchase Order# _____ <input type="checkbox"/> Previously paid by <input type="checkbox"/> CC <input type="checkbox"/> CK <input type="checkbox"/> PO# _____ <input type="checkbox"/> Included in HPS purchase price serial# _____ <input type="checkbox"/> Other _____

CREDIT CARD INFORMATION

Credit Card Type: _____

Name on Card: _____ Security Code: _____

Credit Card number: _____ Expiration Date: _____

****Billing address needs to match Credit Card mailing address.****

<u>For Internal Use Only:</u>		
** For credit card transactions greater than \$5,000 (non-government) please see Karla Stickelman or Celia Privat for approval**		
Cust Acct. Name: _____		Acct.# _____
Name of person processing transaction: _____ _____ _____	Date: _____ Time: _____ Approval / Auth Code: _____	
Invoice#	Description:	Amount Charged:

REGISTRATION INFORMATION

Education and Training will be in contact with you to confirm the training schedule 30 days before your training date. We have a minimum number of students required for a class to be cost effective. Therefore, it is METI'S recommendation that you wait to buy your airline tickets until you receive confirmation.

HOTEL INFORMATION

Chicago Marriott Suites Deerfield – 1-847-405-9666

Two Parkway North

Bannockburn, IL 60015

Complimentary on-site parking.

Complimentary shuttle service within 5 mile and based on availability. Need to book ahead.

Average Rates: \$109-\$159 Weekday; \$79-\$99 Weekends.

Directions from Airport - Chicago/Midway - MDW

1-773-838-0600, Hotel direction: 45.0 mi SE.

Driving Directions: Take 55 South to 294 North. Take 294 North; exit Lake Cook Rd turn left; turn right onto Saunders Rd. and right into Parkway North center to hotel.

Directions from Airport - Chicago/O'Hare - ORD

1-773-686-1250, Hotel direction: 17.0 mi S.

Take 294 North; exit Lake Cook Rd, turn left; turn right onto Saunders Rd; turn right into Parkway North Center to hotel.

Estimated taxi fare: 45.0 USD (one way).

Directions to ACCP from Chicago Marriott Suites Deerfield

Estimated Time: 6 minutes; Estimated Distance: 2.83 miles.

Start out going Southwest on Parkway N. Blvd. toward Saunders RD/CR-58/CR- W24. Turn left onto Saunders RD/N Saunders RD/CR-58/CR-W24. Continue to follow Saunders RD/CR-58/CR – W24. Saunders RD/CR-58/CR-W24 become Sanders. Turn left onto Dundee Rd/IL-68. End at ACCP 3300 Dundee Rd. Northbrook IL 60062-2303.

Restaurant On-site:

Basil's Bistro - 1-847-405-9666

American, Open for breakfast, lunch and dinner

Restaurants Nearby:

Bob Chinn's Restaurant (4 mi) - 1-847-843-2722

Seafood, Open for lunch and dinner

Stoney River (1 mi) - 1-847-948-5221

American, Open for lunch and dinner

Embassy Suite Hotel – 1-847-945-4500

Chicago-North Shore/Deerfield
1445 Lake Cook Road
Deerfield, IL 60015

Complimentary outdoor parking. Complimentary shuttle service within 5 mile and based on availability. Need to book ahead.

Average Rates: Midweek rates range from \$129-\$219. Weekends are anywhere from \$79-\$139

Directions from Airport – Chicago/O’Hare - ORD

1-773-686-12503, Distance from hotel: 15.4 mi., Drive time: 25 min.

Follow I-90 out of terminal and exit I-294 Tri-State (Milwaukee) north 14 miles to the Lake Cook Rd exit. Turn right on Lake Cook Rd (east). Travel about 0.2 mile to the hotel entrance on right.

Ground Transportation to and from the Airport:

Limousine – Approximately \$39.00 USD

Super Shuttle - \$20.00 USD

Taxi – Approximately \$35.00

Directions from Airport – Chicago/Midway - MDW

1-773-838-0600, Distance from hotel: 36.4 mi., Drive time: 75 min.

Cicero North out of the airport. Follow to exit I-55 (West). North on I-294 to Lake Cook Road exit. Turn right (east) on Lake Cook Road. Go 0.2 miles to hotel on right.

Directions to ACCP from Embassy Suite Hotel Chicago-North Shore/Deerfield.

Estimated Time: 4 minutes; Estimated Distance: 2.33 miles.

Start out going East on Lake Cook Road toward Huehl Road. Turn right onto S Pfingsten Road. Turn right onto Dundee Road/IL 68. End at ACCP 3300 Dundee Road Northbrook, IL 60062-2303.

Ground Transportation to and from the Airport:

Limousine – Approximately \$80.00 USD

Taxi – Approximately \$80.00 USD

Restaurant On-site:

Gino’s East, Open for Lunch and Dinner

Restaurants Nearby:

Carson’s Ribs - 1-847-374-8500

Open for lunch and dinner.

Bob Chin’s Crab House - 1-847-843-2722

Seafood, Open for Lunch and dinner.

Wildfire

1-847-657-6363 (Glenview)

1-847-279-7900 (Lincolnshire)

Steak, Chops and Seafood, Open for lunch and dinner.

Big Bowl - 1-847-808-8880

Asian, Open for lunch and dinner.