



## **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](mailto: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 _____ |

### **Three topics that you would like to cover:**

1. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Customer Billing Information Form

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 checked="" 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: \_\_\_\_\_

Credit Card number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

<b><u>For Internal Use Only:</u></b>		
<b>** For credit card transactions greater than \$5,000 (non-government) please see Karla Stickelman or Celia Privat for approval**</b>		
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.

Stoney River - 1-847-948-5221  
American, Open for lunch and dinner.

Benihana - 1-847-412-0648  
Open for lunch and dinner.

Pete Miller's (Wheeling) - 1-847-243-3700  
Seafood, Steak, Open for dinner

**Hilton Northbrook – 847-480-7500**

2855 Milwaukee Avenue  
Northbrook, IL 60062

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

Average Rates: \$129.00 to \$179.00.

**Directions from Airport – Chicago/O'Hare – ORD**

1-773-686-1250, Distance from hotel: 9 mi., Drive time: 15 min.

Take Interstate 294 north to the Willow Road exit. Travel west to Milwaukee Avenue and go south to the hotel.

**Ground Transportation to and from the Airport:**

Limousine – Approximately \$26.00 USD

Taxi – Approximately \$19.00 USD

**Directions from Airport – Chicago/Midway - MDW**

1-773-838-0600, Distance from hotel: 40 mi., Drive time: 1 hr.

Take the 55 south to 294.. Then take the I90 to I294. Exit at Willow Road and go west to Milwaukee Avenue south.

**Ground Transportation to and from the Airport:**

Limousine – Approximately \$60.00 USD

Taxi – Approximately \$60.00 USD

**Driving Directions from Downtown Chicago:**

90/94 West to O'Hare Rockford, 294 North/Milwaukee, WI; Exit at Willow Rd, from Willow Road - West on Willow to Milwaukee, south on Milwaukee 1/2 mile

**Directions to ACCP from Hilton Northbrook:**

Estimated Time: 9 minutes; Estimated distance: 4.42 mile.

Start out going northwest on Milwaukee Ave/IL-21 toward S. River Rd/US-45. Take the ramp towards Illinois Tollway. Merge onto Willow Road. Turn Left onto Sanders Rd. Turn Right onto Dundee Rd/IL-68. End at ACCP 3300 Dundee Road Northbrook, IL 60062-2303.

**Restaurants Onsite:**

Allgauer's on the Riverfront

Open for breakfast, lunch and dinner.

**Restaurant Nearby:**

Bob Chinn's Restaurant - 1-847-843-2722

Seafood, Open for lunch and dinner

Tuscany - 1-847-465-9988  
Italian, Open for lunch and dinner

**Renaissance Chicago North Shore Hotel – 847-498-6500**

933 Skokie Bl.  
Northbrook IL 60062

Complimentary on-site parking. Complimentary shuttle service within 5 mile and based on availability. Need to book ahead. Average Rates: \$169 to \$249.00 Weekend; \$109 to \$119 Weekend.

**Directions From Airport - Chicago/OHare – ORD**

1-773-686-1250, Hotel direction: 17.0 mi NE,  
Merge onto I-190 E. 1.9 miles. Take 294 North for about 8 miles. Exit at Willow Road East (make a right off the exit ramp). Take Willow Rd roughly 4 ½ miles. Make a Left turn onto Sunset Ridge Road. Take Sunset Ridge Rd 2 miles. Sunset Ridge merges into our parking lot. Total Est. Time: 29 minutes Total Est. Distance: 17.70 miles. American Taxi flat fare \$30 847-255-9614. Use of City cabs may result in higher fares.  
Estimated taxi fare: 30.0 USD (one way)

**Directions From Airport - Chicago/Midway - MDW**

1-773-838-0600, Hotel direction: 34.0 mi NE  
Head South onto Cicero Ave toward IL-50 South. Merge onto I-55 North, take for about 5 miles. Merge onto I-94 West towards Milwaukee. Take I-94 for roughly 24 miles Exit Dundee Road West (30A). Make a Left onto Skokie Blvd. The hotel is 1 block down on the Right. Total Est. Time: 43 minutes Total Est. Distance: 32.38 miles. American Taxi flat fare \$57 847-255-9614. Use of city cabs may result in higher fares.  
Estimated taxi fare: 57.0 USD (one way)

**Directions to ACCP from Renaissance Chicago North Shore Hotel.**

Estimated Time; 7 minutes: Estimated Distance: 3.66 miles.  
Start out going Northwest on Skokie Blvd toward Sunset Ridge Road. Turn left onto Dundee Rd/ IL 68. End at ACCP 3300 Dundee Road Northbrook IL 60062-2303

**Restaurants On-site:**

Rooks Corner 1-847-897-5501  
American, Open for breakfast, lunch and dinner

Rooks Corner Lounge - 1-847-498-5501  
American, Open for dinner

Ruth's Chris Steak House - 1-847-498-6889  
Steakhouse, Open for dinner

Restaurants Nearby: 1-847-753-9111  
41 North  
American, Open for lunch and dinner

P.F. Chang's China Bistro (3 mi) 1-847-509-8844  
Chinese, Open for lunch and dinner

## **Westin Chicago North Shore – 847-777-6500**

601 North Milwaukee Avenue

Wheeling, IL 60090

24-Hour Valet Parking Service (Charge). Free Self Parking Facilities.

### **Directions from Downtown Chicago to Westin Chicago North Shore**

Take Interstate 90 West to 294 North towards Milwaukee. Take the Lake Cook exit and turn left on Lake Cook. Proceed West. Stay to the right and exit at Milwaukee Avenue. Turn left at US 45/Illinois 21/Milwaukee Avenue. Turn Left at Wolf Road and proceed to the hotel.

### **Directions from North to Westin Chicago North Shore**

Take Interstate 94 East/294 South towards Chicago. Exit west at Lake Cook Road. Turn right on Lake Cook. Proceed West. Stay to the right and exit Milwaukee Avenue. Turn left on US45/Illinois 21/Milwaukee Avenue. Turn left at Wolf Road and proceed to the hotel.

### **Directions from South to West Chicago North Shore**

Take interstate 294 North towards Milwaukee/Wisconsin. Exit at Lake Cook Road and turn left (head West). Stay to the right and exit Milwaukee Avenue. Turn left onto US 45/Illinois 21/Milwaukee Avenue. Turn left at Wolf road and proceed to the hotel.

### **Directions to ACCP from Westin Chicago North Shore**

Start out going West on N Wolf Road toward N. Milwaukee Ave/US-45 S/IL-21 S. Turn left onto N Milwaukee Ave/US-45 S/IL-21 S. Turn left onto E. Dundee Rd/IL 68. End at ACCP 3300 Dundee road Northbrook IL 60062-2303.

### **Restaurants Onsite:**

Bar Osteria di Tramonto – Monday-Thursday 6:00 am – 12:00 am; Friday & Saturday 6:00 am – 1:00 am; Sunday 6:00 am to 11:00 pm.

RT Lounge – Monday-Thursday 5:00 pm – 12:00 am; Friday & Saturday 5:00 pm – 11:00 pm; Sunday 3:00 pm – 11:00 pm.

Tramonto's Steak and Seafood – Monday-Thursday 5:00 pm – 10:00 pm; Friday & Saturday 5:00 pm – 11:00 pm; Sunday 3:00 pm – 9:00 pm. Atmosphere – Upscale contemporary steakhouse with an extensive global wine list.

Osteria di Tramonto – Monday-Thursday 6:30 am – 10:00 pm; Friday & Saturday 6:30 am – 11:00 pm; Sunday 6:30 am – 9:00 pm. Atmosphere – Casual Sophistication.

## **TRAVEL ARRANGEMENTS:**

### **Ridgebrook Travel Ltd**

M-F 9:00 am – 5:00 pm CT

Domestic (outside Illinois) – 800-962-0560

International – 847-480-2100

## **GROUND TRANSPORTATION:**

### **Ground Transportation to and from Airport:**

Deerbrook Limo: 847-945-0500 - 1 person Shared is \$39.00; private \$52.00 (From Northbrook to O'Hare) Fuel Charges may apply.

American Taxi: 1-800-244-1177 (Automated Phone System Only)  
1-847-673-1000 or 847-866-6100 (Operator)

Taxi – When utilizing a taxi service from either Chicago O'Hare International Airport or Chicago's Midway Airport, it is very important to use a suburban taxi service to avoid paying higher fares. When at the airport and before accepting the taxi, it is important to confirm that you are hiring a suburban taxi company.

Enterprise: 1-847-498-0330

**I am looking forward to meeting with you!**

*Alida*