



Education Course Registration Form

Please complete this form for each attendee and fax to Michelle Koepf at 941-377-5590 or Email to mkoepf@meti.com prior to expected attendance. METI will be providing lunch. If you have special dietary restrictions, please let us know.

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"/> METIman Basic | Date of Training _____ |
| <input type="checkbox"/> METIman Advanced | Date of Training _____ |
| <input type="checkbox"/> Simulation Technologies | Date of Training _____ |

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 PO# _____ <input type="checkbox"/> Included in simulator purchase price, serial# _____ <input type="checkbox"/> Other _____

CREDIT CARD INFORMATION (VISA, MASTER CARD OR DISCOVER)

Credit Card Type: _____

Name on Card: _____ Security Number: _____

Credit Card number: _____ Expiration Date: _____

<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

METI has a negotiated discount rate with the following hotels:

Hampton Inn – 941-371-1900 <i>The Hampton Inn is the closest to METI Headquarters, where training is held.</i>		
January 1 – January 31, 2010: \$99.00	February 1 – April 9, 2010: \$129.00	April 10, 2010 – December 31, 2010: \$85.00
Address: 5995 Cattleridge Blvd, Sarasota, FL 34232		
Directions from Hampton Inn As you exit the Hotel, head west on Cattleridge Blvd, 420 ft. At the traffic light, turn left on to Cattleman Road, 0.2 mi. Head south and turn left at Bee Ridge Road, 0.6 mi. Staying in the left lane, travel under the interstate bridge and turn left at the Mauna Loa Blvd traffic light, 0.7 mi. Turn left at Edgelake Drive. The METI building is on the left.		
Fairfield Inn – 941-552-4000		
Provides a 15% discount off each regular night stay for all METI customers. Please call the hotel for their current rates.		
Address: 6105 Exchange Way, Bradenton, Florida 34202		
Directions from Fairfield Inn Head southeast on Exchange Way toward Market Street for 0.3 miles. Turn right at Market Street, 361 ft. Turn right at University Parkway, 0.5 mi. Turn left onto I-75 South, 6.0 mi. Take exit 207, Bee Ridge Road, 0.3 mi. Keep left at the fork (217 ft), turning left onto Bee Ridge Road, 0.5 mi. Staying in the left lane, travel under the interstate bridge and turn left at the second traffic light, Mauna Loa Blvd. Turn left at Edgelake Drive. The METI building is on the left.		
Hotel Indigo – 941-487-3800		
January 1 - April 30, 2010: \$154.00	May 1 - December 31, 2010: \$124.00	
Address: 1223 Blvd of the Arts, Sarasota, FL 34236		
Directions from Hotel Indigo Head south on Cocoanut Ave toward 6th St, 0.2 mi. Turn left at 3rd St/Fruitville Rd and continue to follow Fruitville Rd, 5.9 mi. Merge onto I-75 South, 2.5 mi. Take exit 207, Bee Ridge Road, 0.3 mi. Keep left at the fork (217 ft), turning left onto Bee Ridge Road, 0.5 mi. Staying in the left lane, travel under the interstate bridge and turn left at the second traffic light, Mauna Loa Blvd. Turn left at Edgelake Drive. The METI building is on the left.		
Helmsley Sandcastle Hotel – 941-388-2181 <i>(Lido Beach)</i>		
April 27, 2009 - February 1, 2010: \$139.00	February 2, 2010 - April 18, 2010: \$189.00	April 19, 2010 - January 30, 2011: \$149.00
Address: 1540 Ben Franklin Drive, Sarasota, FL 34236		
Directions from The Helmsley Sandcastle Hotel Head north on Ben Franklin toward John Ringling Blvd for 1.1 mi. Take slight right at John Ringling Blvd, 0.2 mi. At St Armands Circle, take the 3rd exit onto John Ringling Blvd/SR-789 South, 2.4 mi. Turn left at North Tamiami Trail, 0.2 mi. Turn right at Fruitville Road, 5.8 mi. Merge onto I-75 South, 2.5 mi. Take exit 207, Bee Ridge Road, 0.3 mi. Keep left at the fork (217 ft), turning left onto Bee Ridge Road, 0.5 mi. Staying in the left lane, travel under the interstate bridge and turn left at the second traffic light, Mauna Loa Blvd. Turn left at Edgelake Drive. The METI building is on the left.		

DIRECTIONS TO METI

We are located at 6300 Edgelake Drive, Sarasota FL 34232. Our phone number is 941-377-5562 should you need assistance while driving to us.

FROM THE SARASOTA/BRADENTON AIRPORT

As you exit the airport, turn left and follow the signs leading you to I-75, staying on University Parkway. Turn right onto I-75 South, 6.0 mi. Take exit 207, Bee Ridge Road, 0.3 mi. Keep left at the fork (217 ft), turning left onto Bee Ridge Road, 0.5 mi. Staying in the left lane, travel under the interstate bridge and turn left at the second traffic light, Mauna Loa Blvd. Turn left at Edgelake Drive. The METI building is on the left.

DIRECTIONS FROM TAMPA AIRPORT

As you exit the airport, follow directions for I-275 South. Take I-275 (over Skyway) to I-75 South, 37.8 mi. **There is a \$1 toll for the Skyway Bridge.** Continue on I-75 and take exit 207, Bee Ridge Road, 21.4 mi. Keep left at the fork (217 ft), turning left onto Bee Ridge Road, 0.5 mi. Staying in the left lane, travel under the interstate bridge and turn left at the second traffic light, Mauna Loa Blvd. Turn left at Edgelake Drive. The METI building is on the left.

DIRECTIONS FROM ORLANDO AIRPORT

As you exit the airport, follow signs to I-4 West. Heading West on I-4 (62.6 mi), take exit 9 to merge onto I-75 South. Take exit 207, Bee Ridge Road, 54.6 mi. Keep left at the fork (217 ft), turning left onto Bee Ridge Road, 0.5 mi. Staying in the left lane, travel under the interstate bridge and turn left at the second traffic light, Mauna Loa Blvd. Turn left at Edgelake Drive. The METI building is on the left.

We are looking forward to meeting you!