



Kettering National Seminars

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www.ketteringseminars.com

February 6, 2008

Tony Schmitt, M.Ed., RRT
Respiratory Care Department
University of Southern Indiana
8600 University Blvd.
Evansville, Indiana 47712

Dear Tony,

This is to acknowledge our tentative plans to hold the 4-Day Comprehensive Respiratory Review seminar at University of Southern Indiana on: **August 18,19,20,21, 2008**. We are very pleased to have you as the sponsor for this review seminar and are looking forward to working together.

To confirm the seminar, we must receive a minimum of 10 registration deposits (\$85 each) at least 60 days prior to the seminar. The deposits are non-refundable, but guarantee that the seminar will be conducted on the agreed-upon dates. Each person will have a balance due at the seminar.

Because of the strong support we are receiving across the country, we will be able to offer lower fees to larger groups. The normal seminar fee is \$395/person. However, by sponsoring the seminar, your group will receive the following discount rates:

<u>Group Size</u>	<u>Discount Rate</u>	<u>Savings</u>
10 to 14	\$295/person	\$100
15 to 19	\$275/person	\$120
20 to 29	\$260/person	\$135
30 to 39	\$250/person	\$145
40 or more	\$240/person	\$155!

I have enclosed a special registration form that you may copy and distribute to those who wish to attend. They should fill out the form and return it to you with their deposit by the printed deadline. The deadline on the form is prior to the 60-day deadline so that you will have time to collect and forward the forms to our office. The seminar fee will be based on the number of registrations that we receive by the 60-day deadline. Additional registrations may be submitted after the deadline at the established group rate.

As the seminar sponsor, you agree to provide the meeting room for each day. We will need a screen and projector for the power point slides, a head table/chair and lectern for the instructor. The room should be classroom style (table/chairs or desks) with seating for at least 45-50 people.

We will need the following information as soon as possible to complete our preparations: *Directions* (perhaps from the closest interstate), *Parking Instructions* (and whether or not there is a fee), *Meeting Room Location* and the *Maximum Seating Capacity*.

We greatly appreciate the opportunity to bring this important review seminar to the people in your area and want to thank you for assistance. Please feel free to contact me if you have any questions.

Sincerely,

Thomas V. Hill, PhD, RRT-NPS, RPFT
Executive Director

Enclosure



Kettering National Seminars

(800) 445-0860 or (937) 433-5631

www.ketteringseminars.com

info@ketteringseminars.com

Dear Friends,

Help bring the **Kettering National Seminar** to your area and save up to \$155! We are planning to offer the 4-Day Comprehensive Respiratory Review seminar on **August 18,19,20,21, 2008** in **Evansville, Indiana** (provided we receive a minimum of 10 registrations). This program will fully prepare you to pass the Certification, the Written Registry, the Clinical Simulation, or all three exams.

If you would like to be part of this group, please fill out this form and return it to **Tony Schmitt** at **University of Southern Indiana, Respiratory Care Department, 8600 University Blvd., Evansville, Indiana, 47712** (Tel: 812-465-1233) with a deposit of \$85 by **June 12, 2008**. (Registrations after this date *might* still be possible. Please contact our office for details.)

Your balance due at the seminar will be determined by the group size as of this deadline. You are guaranteed a savings of at least \$100 off the normal \$395 seminar fee by joining the group:

<u>Group Size</u>	<u>Discount Rate</u>	<u>Savings</u>
10 to 14	\$295/person	\$100
15 to 19	\$275/person	\$120
20 to 29	\$260/person	\$135
30 to 39	\$250/person	\$145
40 or more	\$240/person	\$155!

If the minimum registrations are received by the deadline, the seminar will be confirmed and your registration will be sent to our office. Once we receive your registration, the deposit is non-refundable and guarantees your seat at the seminar. We will send you a confirmation letter with the balance due at the seminar, along with detailed directions. If there is not sufficient interest, all monies will be returned to you.

So join the *thousands* of individuals who pass their exam the first time by attending the review seminar. This program is approved by the AARC for 25.5 hours of CE credit.

Yes, please register me for: **Evansville, Indiana on August 18,19,20,21, 2008**

FIRST NAME _____ LAST NAME _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

DAYTIME PHONE () _____ EMAIL _____

[] Please fax confirmation (instead of mail) to: () _____

Special Group Discount Rate: \$295 or less Normal Rate: \$395 **You save: \$100 or more!!**

DEPOSIT PAYMENT METHOD (the remaining balance is due at the seminar):

[] \$85 Check or Money Order made payable to: **Kettering National Seminars**
(\$25 fee assessed on all returned/bounced checks)

[] \$85 on my VISA/MC/Discover # _____

V-Code (additional 3 numbers on back of card) _____ Expiration Date _____

Cardholder's Name, Address & Phone _____
(if different from above)

Note: Once your registration is received at our office, \$85 is non-refundable and guarantees your seat at the seminar. By joining this group, no other discounts apply.