

AEA International Convention & Trade Show

Training Session Entry Form



Avionics, Instrument, & Test Equipment Manufacturers:

AEA conventions and regional meetings are where avionics repair stations go for training. The 58th AEA International Convention & Trade Show in Dallas provides a unique and cost-effective opportunity to **deliver technical training to your dealers in a single location while satisfying their FAA training requirements.**

Training Session Schedule

AEA's training sessions take place at various times during the annual convention. Thursday, April 9, afternoon sessions are the only workshops conducted during exhibit hall hours. Our training sessions typically have four or five workshops running simultaneously in various meeting rooms. **If your company is interested in repeating a workshop session please let us know. We can make arrangements with no additional charges.**

Workshop Content

Train your dealers on your products and services. Suggested course objectives include:

- **Installation & repair issues**
- **Troubleshooting & configuration support**
- **Operating procedures & upgrade possibilities**
- **Integration & interface issues**
- **Service information**
- **Certification information & aircraft application recommendations**

Please provide an accurate description of your workshop course content. Workshops are selected based on the content of your presentation; furthermore these descriptions are submitted to the FAA for course approval (used for IA Renewal and AMT Awards).

Eligibility and Fees

Companies selected for training sessions must register or be registered as an **exhibitor** at the AEA International Convention & Trade Show. Training schedules will be finalized in **November**.

The fee for a training session is * \$275. This fee is used to provide each workshop presenter with:

- Workshop meeting room
- Standing podium
- LCD projector
- Wireless microphone
- Power strip
- Projection screen
- AEA member list to help promote your session

Upon acceptance of your training session, AEA will notify your organization and invoice \$275 for the fee. The invoice must be paid prior to convention.

Entry forms must be received by November 7, 2014

Yes, we want to take advantage of this great opportunity to train our dealers in Dallas.



Complete this form and e-mail or fax it to AEA

Contact Name: _____

Company Name: _____

Company Address: _____

Phone: _____ Fax: _____

E-mail: _____

Training Sessions (circle the session length below on preferred training day – e.g. 1-hour, **2-hour**, 4-hour)

- _____ **Wednesday, April 8** (1-hour), (2-hour) or (4-hour) sessions [1:00 – 5:00 p.m.]
- _____ **Thursday, April 9** (1-hour) session [limited availability 3:00 – 4:00 p.m. during exhibits]
- _____ **Friday, April 10** (1-hour) or (2-hour) sessions [8:00 – 10:00 a.m. before exhibits]
- _____ **Saturday, April 11** (1-hour), (2-hour), (4-hour), (8-hour) sessions [8:00 a.m. – 5:00 p.m.]

Training Session Description (please answer each section completely)

A.) What product(s) or service(s) will be discussed and what is the learning objective? _____

B.) What is the presenter's name and title? (if known at this time) _____

C.) Will your company include a drawing or giveaway during the training? _____

If so, what will be offered? _____

Please note: Each training session will be provided with a podium, wireless microphone, LCD projector, screen, power strip and mailing labels to promote the workshop to your dealers. Any additional audio visual equipment, such as VCR, overhead, etc., will be billed directly to your company and separately arranged with hotel A/V group.

Entry forms must be received by November 18, 2014

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