

# AEA International Convention & Trade Show

## Training Session Entry Form



### ***Avionics, Instrument, & Test Equipment Manufacturers:***

Avionics and instrument repair stations rely on AEA for their regulatory, business and technical training needs. The 59th Annual International Convention & Trade Show in Orlando 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 on Wednesday, Friday and Saturday during the annual convention. These sessions can range in length from 1 hour to 6 hours depending on the day they are delivered and may have five or six other courses running at the same time in nearby meeting rooms. **Visit [www.aea.net/convention/2016/sessions.asp](http://www.aea.net/convention/2016/sessions.asp) for complete schedule information.**

### ***Course 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 course content. Training sessions are selected based on the content of your presentation; furthermore these descriptions may be used by some repair station personnel for their IA refresher 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.

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

- Workshop meeting room
- Standing podium
- LCD projector
- Projection screen
- Wireless microphone
- List of AEA members to help promote your training session

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

**Complete entry form below and email to [mikea@aea.net](mailto:mikea@aea.net) by December 4, 2015**

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



Complete this form using “Fill and Sign” feature in Adobe Reader then e-mail it to [mikea@aea.net](mailto:mikea@aea.net)

Contact Name: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ St: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Training Sessions** (check preferred session length below on corresponding training day)

- |   |  |  |   |
|---|--|--|---|
| <b>Wed., Apr. 27</b> [Session times 1:00 p.m. – 5:00 p.m.]  | <input type="checkbox"/> <b>1-hour</b> | <input type="checkbox"/> <b>2-hour</b> | <input type="checkbox"/> <b>4-hour</b>  |
| <b>Fri., Apr. 29</b> [Session times 8:30 a.m. – 10:30 a.m.] | <input type="checkbox"/> <b>1-hour</b> | <input type="checkbox"/> <b>2-hour</b> |   |
| <b>Sat., Apr. 30</b> [Session times 8:00 a.m. – 3:00 p.m.]  | <input type="checkbox"/> <b>1-hour</b> | <input type="checkbox"/> <b>2-hour</b> | <input type="checkbox"/> <b>4-hour</b> <input type="checkbox"/> <b>6-hour</b> |

**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, title and email? Name: \_\_\_\_\_

Title: \_\_\_\_\_ Email: \_\_\_\_\_

**Please note:** Each training room will include a podium, wireless microphone, LCD projector, screen and power strip. Each presenter will receive the AEA member list to help promote your session to your dealers. Any additional audio visual equipment will need to be coordinated with the hotel A/V group and will be billed to your company.

**Entry forms must be received by December 4, 2015**

**E-mail:** [mikea@aea.net](mailto:mikea@aea.net)