



Deb Purdy
Canadian WoodLINKS
Project Manager

May 1st, 2009

AWFS 2009 WoodLINKS Teacher In-Service Travel and Hotel

Hello WoodLINKS Teachers:

The AWFS WoodLINKS Teacher In-Service will soon be with us and offers a great opportunity to increase your knowledge and understanding of the wood industry.

The in-service will be held in the Las-Vegas Convention Center, Las Vegas, NV and promises to be bigger and better than 2007.

Dates of the in-service: Wednesday- July 15 through Saturday July-18, 2009

Flight dates: Tuesday, July 14 (to Las Vegas) and Saturday, July 18 afternoon to return

Administrative Information

WoodLINKS will pay for your accommodations, airfare, and meals and around transportation up to a maximum of \$1200.

Air Travel and Accommodation

You must book airfare by June 1st. You will be reimbursed after the show once you submit your claim form with original boarding passes, itinerary and receipts. Booking teachers room will be handled by WoodLINKS USA. Your spouse may attend but WoodLINKS will not or cannot occur any cost associated with their travel, accommodation, transportation or meals. If you wish to be in a hotel other than the one set up by WL USA, you will have to book your own. WL USA National Director knows will be paying for your own hotel at time of signing up for teacher in-service so you will not be billed for the room they up. You must fill- out the WLUSA 2009 AWFS Teachers from.

NOTE: You need to book airfare as soon as possible to secure cheapest rate. **Your airfare must be booked by June 1st, 2009, no Exceptions.** If you have any cancellations or changes, they must be reported to me by email deb@wmc-cfb.ca or by phone, otherwise you will be billed for the first nights hotel stay.



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WoodLINKS teachers,
It's time to start thinking about the AWFS. Go to the following hyperlink to get all the info you will need to attend. (Link to our website)

A. You will need to read the following information from the web site;

1. Airfare Hotel Guidelines- must be booked by June 1st No Exceptions
2. Participation Guidelines-pay close attention to what is highlighted in yellow
3. Show Policies for Teachers/Students- AWFS Show Policy
4. Teacher/Student Registration Form-registration for free admission to industry/teacher secession. The code for the form is AWFS82. The seminar schedule can be accessed at <http://www.awfsfair.org/images/stories/pdfs/sag.pdf>

B. Teachers will need to provide me with the following information:

1. Arrival date: July 14, 2009 (unless other arrangements have been made and you are paying for extra nights out of pocket)
2. Departure date: July 18, 2009 (unless other arrangements have been made and you are paying for extra nights out of pocket)
3. Sharing with (name of WoodLINKS teacher)
4. Number of beds
5. Smoking or non smoking
6. Any special requests: (king bed etc.)

All teachers will need to give their credit card to the hotel for incidental charges.

Wood Manufacturing Council 130 Albert Street Suite 1016
Ph: 1-306-477-0787 Cell: 1-306-370-7717
www.wmc-cfb.ca



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AWFS 2009 WoodLINKS USA Teacher In-Service Planning Committee

In the continuing effort to create a relevant and enjoyable Teacher In-Service at the AWFS and IWF, committees have been formed comprised of WoodLINKS USA teachers. The committees will be supervised by the In-Service Coordinator and the National Director. All committee members will receive financial compensation.

Teacher In-Service Coordinator- The Coordinator will be the contact person for all committees, compile the final agenda, facilitate the scheduling of individuals who wish to address the teachers at the in-service, arrange for the meeting room, communications, hospitality, plan the initial Welcome Meeting on Wednesday morning, and the Industry Press meeting event Wednesday evening. This will all be done under the supervision of the National Director.

Dave Anderson

Booth Committee- The booth committee will be responsible for the planning, shipping to, setting up, tearing down, and shipping home the booth. This committee will arrive a day before the show opens and leave a day after the show closes at WoodLINKS USA expense.

Jim Wellever and Ralph Hermanson

Program Committee- Each Program Committee will plan a program presentation or engage an outside speaker or speakers. The total time to fill will be a maximum of 90 minutes.

Wednesday, July 15, 2009- Dave Anderson and Tom Eller

9:00-10:00 am introductory meeting

11:30-1:00 pm meeting

6:00 pm Press Meeting

Thursday, July 16, 2009- Robbin Sexton, Mark Roberts and Nathan Hinze

11:30-1:00 pm Meeting

Friday, July 17, 2009- Dave Clark, Roger Conrad, Blair Tullis, Deb Purdy

11:30- 1:00 pm Meeting

Saturday, July 18, 2009 Mark Smith 9:00-10:00 am Attendance Certificate will be given out, expenses receipts will be turning in at this time, and a brain storming session will be held to plan for IWF 2010 Teacher In-Service.

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AWF® 2009 Trade Show Policies for Teachers and Students

AWFS® is an industry trade association that is supportive of wood technology education teachers and students. The association offers an Education Institute category of membership which extends benefits in conjunction with the AWFS Fair. The Information given below explains the tradeshow discounts for both Education Institute members and non- members. (WoodLINKS schools who have paid their license fee to be part of the WoodLINKS program receive a complimentary AWFS Education Institute Membership) Members need to enter AWFS member code number on their registration form to receive member pricing. If you have not received your number in an e-mail sent to members, you can call AWFS at 800.946.2937.

Pricing information

(Please read the following carefully before registering)

Registration for Show Floor Only

- FREE to all teachers and students with proper ID
- PLEASE NOTE! NO ONE UNDER AGE 16 CAN BE ADMITTED TO THE SHOW

Registration for AWFS Educational Seminars

The College of Woodworking Knowledge (CWWK) is the seminar program at the show which includes the Teacher Track, a series of four seminars designed specifically for educators.

- **AWFS Education Members:** All seminars are FREE to registrants from the school holding the membership
- **Non-Members:** @25.00 each for the Teacher Track seminars and regular price for all other CWWK seminars

Verifying Teacher/Student Status to Receive Special Discount Rates

FAX OR MAIL-IN REGISTRATION

Teachers should enter the school's Tax Exempt Number, or, attach a business card, a copy of their current staff ID or a letter from the school on letterhead for mail in registration, or include a copy of one of the above with a faxed registration. If a teacher wishes to register students, he/she must complete a separate registration form for each student and submit the forms with his/her registration. You must complete one registration form for each individual. Do not enter multiple individuals on a single registration form.

If a student wishes to register on their own, they must include a letter from their teacher/school on letterhead or submit a copy of their current student ID with registration.

NOTE: Students and teachers who are finalists in the Fresh Wood competition do not need to submit a registration form as AWFS will register this group.

ON SITE REGISTRATION

Teachers must provide any of the following when registering onsite- schools tax exempt number, a business card or a letter from their school, Students must show a full time student ID in a letter from a teacher or school on the school letterhead, unless they are in the company of the teacher at registration.

WoodLINKS USA 2009 AWFS Fair Teacher In-Service Housing Form

Please fill out this form if you are booking your room with WoodLINKS USA
Please read all the information on this form carefully and fill in all areas that pertain to your stay.

TEACHER CONTACT INFORMATION:

Last Name:

First Name:

School:

Phone:

E-mail:

Address 1:

Address 2:

City:

State:

Zip:

HOTEL INFORMATION:

Arrival Date (mm/dd/yyyy):

Departure Date (mm/dd/yyyy):

of People

of Beds

Smoking or Non-Smoking Room:

Are you sharing a room with a spouse or other non-WoodLINKS individual?

If yes, name:

CREDIT CARD INFORMATION:

At check-in, everyone must provide a credit card to be kept on file for incidentals or damages incurred. If you are not able to show a credit card on site, you must contact your hotel and provide credit information prior to your stay.