

Friday, January 25, 2013

Dear James:

This letter confirms your registration in the upcoming course, Bus Procurement Workshop, starting Tuesday, May 21st, 2013. The training site is Grand Hyatt Seattle 721 Pine Street, Seattle, WA, 98101. The complete course schedule is as follows:

May 21 (Tuesday) 8:30am to 5:00pm

May 22 (Wednesday) 8:30am to 4:00pm

Sign in will take place between 8:00am and 8:30am on the first day. There will be mid-morning and mid-afternoon breaks, and an hour for lunch. **Continental breakfast and lunch are provided both days. There are no room blocks for this hotel, everyone is responsible for making their own hotel reservations.** Dress is business casual.

If you are unable to attend this course, please Drop the course so that the seat can be available to someone else. If you registered online for the course, you can Drop the course online. To Drop a course, please Login to our website at www.ntionline.com. Click My Account to see your Student Profile. At the top of your Student Profile page you will see the words "Click here to view your current schedule." This will take you to a list of your current course registrations. To Drop a course, simply select the word "Drop" next to the course you wish to Drop. You will then confirm the course Drop by clicking on the red bar that says Drop This Class.

If you did not register online, or you would be entitled to a refund, please contact me. Course cancellations must be made at least ten business days prior to the start of the class to receive a refund.

On behalf of NTI, I am delighted you will be participating in our program.

Sincerely,

Fran Conti
Program Coordinator
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