



**Procedure Professionals
Association**

Is Proud To Present The:

**26th Annual
Procedure Symposium**

The 26th Annual Procedure Symposium

June 24th through June 26th, 2014
TradeWinds Grand Island Resort
on St. Petersburg Beach, FL

PPA will host the 26th Annual Procedure Symposium in St. Petersburg, FL June 24 through 26, 2014 (Tuesday-Thursday). In this format, we will continue to provide a forum for professionals working with procedures administration, control or production to obtain the latest information regarding procedures and the procedure process. The technical program will consist of formal presentations, as well as our facilitated breakout sessions. As is customary, we will have a strong focus on providing greater and more diverse networking and benchmarking opportunities.

All levels of management, procedure writers, procedure administrators, training specialists, and procedure users will benefit by attending the specialized breakout sessions that deal with the issues related to their specific areas.

The final agenda is still under development, however, you will be able to access the website www.ppaweb.org to see the full agenda once it becomes finalized.

THIS YEAR WE WILL AGAIN OFFER the full PPA Writer Certification Training in Conjunction with Symposium Attendance!! In combination with the symposium, Procedure Writer Certification Training will be held on Monday, Friday and Saturday (before/after the regular symposium schedule). This gives participants an opportunity to obtain PPA Writer Certification while also attending the premier procedure writer/procedure program owner OE and learning opportunity in the country. PPA has negotiated excellent facility rates in order to be able to provide both the certification program and symposium to you at a reasonable cost and in one of the most beautiful and sunny coastal urban settings in the country.

Dress for this event is business casual.

If three or more individuals are attending from the same site, a \$100 registration fee discount (per attendee) may be applied during the registration period. Contact Carolee Schmidt (620-364-8831, ext. 4453) for more information.

Please share this information with others at your facility that may benefit from attending the symposium.

The 26th Annual Procedure Symposium
June 24 – June 26, 2014
TradeWinds Island Resort

Payment: This fee includes handouts for the Structured Breakout Sessions, attendee list and all symposium-sponsored meals and functions. *(This fee does not include accommodations, travel or other meals.)*

Early Bird Registration \$ 850.00
(on or before May 21, 2014)

Registration Fee \$1,000.00
(May 22 – June 20, 2014)

Registration after June 20, 2014 \$1,200.00

Spouse/Guest Registration \$ 200.00

Monday, June 23rd Procedure Writer Certification Training (Writers Manual Module) *(Additional payment that **must be** received with registration)* \$ 150.00

Friday, June 27th Procedure Writer Certification Training (Human Factors Module & Practical Exercise) *(Additional payment that **must be** received with registration)* \$ 150.00

Saturday, June 28th Procedure Writer Certification Training (Procedure Process Module) *(Additional payment that **must be** received with registration)* \$ 150.00

Am Ex/MC/Visa/Discover Accepted

The Utilities Service Alliance (USA) Corporate Office will be assisting PPA with Financial/Accounting information.

All cancellations are subject to a 15% processing fee and cancellations received after May 21, 2014 will **NOT** be refunded. A substitute will be acceptable if you are unable to attend.

Registration:

Monday June 23, from 1:00 p.m. until 4:00 p.m.: You may pick up your conference materials at the Registration Table, located in the Grand Palm Colonnade Conference Center.

Accommodations:

The Tradewinds Island Grand is providing symposium attendees a rate of \$145.00 (single/double occupancy) plus tax and occupancy fee. To make hotel reservations, contact the reservations department at 1-800-808-9833 (USA and Canada) or you can access the link on the PPA website for a reservation form that may be completed and faxed, mailed, or e-mailed directly to the resort. To ensure you receive the special room block rates, please reference the *“The PPA Annual Procedure Symposium”* when making your reservation. The special group rate is available until May 21, 2014 or until the block is sold out. Please register early to ensure accommodations are available. The following amenities are included in your hotel room rate: self-parking (1 car per room), use of fitness center & tennis courts, daily coffee/local newspaper, in-room safes, wireless internet in guest rooms and common areas, domestic in/out faxes, business center use, beach cabana (1 per room), miniature golf, and paddleboats.

Spouse/Guest Registration:

Spouse/Guest Registration allows your guest(s) to join you for meals during the symposium. Please ensure you register anyone that you want to bring to the PPA sponsored meals. This allows us to ensure we have the correct number of meals and place settings for everyone.

Attendee Registration:

Register to attend the symposium on-line at www.ppaweb.org or by using the registration form on the next page.

If you do not wish to register on-line, send registration package & payment to:

Carolee Schmidt - PPA Director, Annual Symposium
c/o Wolf Creek Nuclear Operating Corp.
PO Box 411
Burlington, KS 66839

The 26th Annual Procedure Symposium
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Registration Form

Please go to www.ppaweb.org and register on-line.

Name _____

Job Title _____

Facility/Plant Company Name _____

Address _____

City/State/Zip _____

Phone # _____

Fax # _____

e-mail Address _____

Please print e-mail address exactly as is acceptable by your e-mail system

Symposium Only (\$850 before 5/21/14, \$1,000 5/22/14-6/20/14, or \$1,200 after 6/20/14)

Symposium & Writer Certification Training (add \$150 to applicable registration fee)
(Monday session only)

Symposium & Writer Certification Training (add \$150 to applicable registration fee)
(Friday session only)

Symposium & Writer Certification Training (add \$150 to applicable registration fee)
(Saturday session only)

Symposium & Writer Certification Training (add \$450 to applicable registration fee)
(Full Certification)

Guest Attending (add \$200) Additional Guest? (add \$200)

Guest(s) Name _____

Payment Information: **(Make checks payable to Utilities Service Alliance)**

Check # _____

Credit Card: AmEx / MC / Visa / Discover Card # _____

Card Expiration Date _____

Name on Card _____



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