



THE INSTRUCTORS FORUM

FEBRUARY 5-6, 2010
FRANCES MARION HOTEL, CHARLESTON, SOUTH CAROLINA



Expected attendance is 175.

FRIDAY, FEBRUARY 5, 2010	
10 am-5 pm	Registration
8 am-Noon	ARCSTSA Fundamentals of Accreditation Workshop
1-5 pm	ARCSTSA Site Visitors Training (Prerequisite: Status as current site visitor or Fundamentals of Accreditation attendance and CAAHEP Site Visitor Training)
5:30-7:20 pm	Keynote address
7:30-8:30 pm	Reception
SATURDAY, FEBRUARY 6, 2010	
7:45-8 am	Welcome
8-8:50 am	Results of Research: States' Board of Higher Education Requirements for For-Profit Schools and Distance Education Kevin Frey, CST, MA
9-10:50 am	Surgical Assisting Education
	Additional Program Topics In Development

TABLE-TOP EXHIBIT SPACE APPLICATION/CONTRACT

APPLICATION FEES, DEADLINES, RULES AND REGULATIONS:

The charge for exhibit space is \$800, due with application. Exhibit occupancy restriction is three attending representatives per table-top. Once application/contract and payment are processed, there may be no cancellations or refunds. Space is first-come, first-served. You will receive an email confirmation.

SPACE SET-UP AND TEAR-DOWN:

Set-up should be done no later than 9AM Friday, February 5th and tear-down/vacate by Noon, Sunday, February 7th.

EXHIBITOR PARTICIPATION:

Table-top exhibitors are welcome and encouraged to attend ALL scheduled activities & events at no additional charge, including the Reception. (No CE credits will be permitted for exhibitors.) No security will be provided for table-tops.

ID BADGES:

Please email the name and title of your attending representatives to Teri Yarborough. Name badges will be waiting at the event check-in desk.

Company Name _____

Contact Name _____ Title _____

Street Address _____ City _____ State _____ Zip _____

Phone _____ Ext _____ Fax _____ Email _____

Authorized Signature _____ Today's Date _____

Print Name _____ Title _____

Thank you! Please fax to 303-804-2280

Teri Yarborough, Natl. Advertising & Exhibit Sales Mgr.
 6 West Dry Creek Circle, Littleton, Colorado 80120
 Toll-free: 800-637-7433 x 2509 Direct: 303-325-2509
 teri.yarborough@ast.org

Credit Card: VISA MC AMEX

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Name as it appears on card: _____