

FAQs – POTW Security Workshops

What is VSAT™ & How can I obtain a free copy of the software

For a detailed background of the VSAT™ software and direction for ordering a free copy please visit - <http://www.vsatusers.net/> . WEF will supply a copy of the software to workshop attendees on site, but will not be able to ship copies of the software prior to the sessions.

No-Cost Training

The POTW Security workshops are free of cost to all participants based on funding from the EPA.

CEUs & Contact Hours

WEF will supply a certificate of attendance to all participants. CEUs or Credit Hours will be available in most states and we will be happy to work with participants to secure approval in states that have not already pre-approved these workshops.

I have attended a workshop before

If you have attended one of these sessions in the past you may want to consider sending someone else from you facility to attend in 2007 or you may want to use this opportunity as a refresher course.

Travel Scholarship & Reimbursement

POTW staff who must travel 100 miles or more (round trip) to attend any of the workshops will be eligible for travel scholarships. WEF will reimburse as many as two people per facility for a maximum of \$750.00 each, for reasonable travel expenses including; parking, tolls, airfare and mileage (current govt. rate). WEF will also reimburse the lodging expenses for those traveling 100 miles or more as long as the hotel rate does not exceed the special rate that WEF will arrange with the hotels where the training is being held. This hotel information will be supplied to all registrants upon approval of their registration.

Although WEF is reimbursing for travel and lodging through the travel scholarships all travel and lodging arrangements must be made by the registrant.

WEF will supply breakfast & lunch during the workshops, however, we will not reimburse for food costs outside of the training session.

In order to attain reimbursement participants will be required to fill out the WEF expense report and submit with copies of receipt within 30 OR 90 days of the workshop date. This one page, Excel based form, will be sent to each registrant by email prior to their workshop in a “pre-meeting packet”.

***Please Note:** In order to receive reimbursement for **airfare** registrants will be required to use the travel agency that WEF has contracted with for 2007 – Please follow the link for details and for ATC’s home page. (*See information below*)

Association Travel Concepts (ATC)

Website: www.atcmeetings.com - click on *Meetings* to link to *Air - Meetings and Leisure (TravelASP)*. When you register using the online booking tool, please enter *WEF in the Company, Organization or Association* field.

Email: reservations@atcmeetings.com

Phone: 1-800-458-9383

Fax: 858-362-3153

ASSOCIATION TRAVEL CONCEPTS (ATC) is the official travel agency for Water Environment Federation meetings & events.

ATC is a full service travel agency that provides personalized service, advance seat assignments, special meal requests, frequent flier program updates, electronic ticketing, e-mail access for convenient booking of your tickets and MORE...

ATC Booking Instructions - Attendees

Make your reservation from one of the following options:

Online: www.atcmeetings.com

Go to www.atcmeetings.com and click on MEETINGS to link to Air - Meetings and Leisure (TravelASP). When you register using the online booking tool please enter WEF in the Company or Organization or Association field.

By Email: reservations@atcmeetings.com

By Phone: 1-800-458-9383

By Fax: 1-858-362-3153

ATC agents are available for reservations from 9:00 am until 7:30 pm Eastern Time, Monday through Friday. Some restrictions may apply. Service fees apply.

ATC OFFERS THESE COST SAVING OPTIONS:

AIRLINE DISCOUNTS

- Up to 15% off applicable classes of service for tickets purchased more than 30 days prior to the meeting. Restrictions apply and not all classes of service apply for the 15% discount. (United)
- 5% off applicable classes of service for tickets purchased prior to the meeting. (American Airlines).
- ATC will also search for the lowest available fare on **ANY** airline.

ATC Online Travel Center – Association Member Benefits

- Direct access to ATC online booking tools and live agents for discounted meeting travel.
- Exclusive leisure travel specials on vacations, cruises, luxury resort getaways & more
- Book city tours and events online, including restaurants, theater and concert events.

CAR DISCOUNTS

- Discounted meeting rates (Avis & Enterprise).