



AIR LINE PILOTS ASSOCIATION INTERNATIONAL

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ALPA SAFETY TWO SCHOOL (STS)

NOVEMBER 11-12, 2015 | ALPA CONFERENCE CENTER | HERNDON, VA

The next ALPA Safety Two School (STS) is scheduled for November 11-12, 2015. The STS is not to be confused with the ALPA Risk Management Course (RMC), which is being held at the same location. Registration for the RMC is separate from the STS.

WHEN:

Course Dates: **November 11-12, 2015**. STS check-in begins on Wednesday (11/11) at 12:45 p.m. The first day's instruction will start at 1:00 p.m. and end at 5:30 p.m. On Thursday (11/12), class will resume at 8:45 a.m. and end at 3:00 p.m. **Participants should be prepared to attend the one and a half-day STS in its entirety.**

PREREQUISITES:

Attendees shall have successfully completed Basic Safety School (BSS). Prior completion of the ALPA Risk Management Course is preferred but not required. *Approval of the respective Central Air Safety Chairman is required for attendance.*

STS TARGET AUDIENCE:

This course is intended for experienced members of the air safety committee who will be entering to leadership positions such as Central Air Safety Committee Chairmen and project managers. Attendees should have served at least six months within their MEC's safety structure and demonstrated an eagerness and ability to participate in ALPA safety initiatives. Members who have not demonstrated a high level of interest and commitment should not be considered for this course.

ABOUT THE STS:

The STS continues the safety education of Central Air Safety Committee (CASC) members that begins with the Basic Safety School (BSS). It is intended for members entering leadership positions within the safety organization, such as incoming Central Air Safety Committee Chairmen and project managers. The course equips attendees with a solid foundation in leadership, CASC project management, and builds on System Safety and Risk Management concepts discussed in the BSS and RMC.

STS attendees will find the RMC valuable and are encouraged, but not required to attend both training sessions. To accommodate attendance at each of these training events, the STS will begin immediately following conclusion of the RMC, which will take place Wednesday, November 11, 2015.

TRAINING LOCATION:

ALPA Conference Center
535 Herndon Parkway
Herndon, VA 20172
Phone: 800-424-2470; Fax: 703-464-2104

HOTEL ACCOMMODATIONS:

Courtyard Herndon Reston
533 Herndon Parkway
Herndon, VA 20170
Phone: (703) 478-9400
Room Rate: \$145.00

Check-in time is normally 3:00 p.m. Check-out time is 12:00 noon. The hotel will do its best to accommodate arrivals before 3:00 p.m. on a space-available basis. *The room rate includes breakfast buffet from 7:00am – 9:00am.* The hotel reserves the right, if the group room block pick up is 10 rooms or lower, to substitute the breakfast buffet for breakfast vouchers from the hotel's Bistro.

TRANSPORTATION:

The Courtyard Herndon Reston provides complimentary shuttle service to and from Washington Dulles International Airport.

HOTEL & COURSE REGISTRATION

The STS training session is designed to accommodate no more than 15 attendees; registrations will be accepted on a first-come, first-served basis.

It is recommended that a copy of this letter be provided to all attendees so that they understand both the STS and the RMC courses and associated administrative actions.

ALPA's Engineering & Air Safety Department will be coordinating the arrangements for this meeting, including hotel accommodations. Please register and provide the name(s) of your attendee(s) to Marvin Ramirez as soon as possible but no later than **Monday, October 19, 2015**. Even if you do not have your November schedule by this deadline, please register online to reserve a room and cancel later if your schedule does not permit. Attendees should not call the hotel directly for reservations; we have reserved a block of rooms and will provide the hotel a rooming list prior to the course dates. The hotel will not issue individual confirmation numbers. Rooms will be guaranteed for late arrival unless instructed otherwise on the registration form. Please make sure that each of your attendees correctly indicates the desired check-in and check-out dates in order to avoid unnecessary hotel charges.

ON-LINE REGISTRATION

Go to ALPA's homepage – www.alpa.org and navigate as follows:

1. Click on the "news and events" tab found in the top right corner
2. Click the "meetings and training" tab
3. Click the "Safety Two School" box

CHANGE/CANCEL REGISTRATION & HOTEL RESERVATIONS

If travel plans should change after registration has been submitted, it is the attendee's responsibility to notify ALPA staff as soon as possible. To change or cancel a reservation, contact Marvin Ramirez in the E&AS department at easmeetings@alpa.org, phone: 800-424-2470. However, if attendees must cancel after **Friday, November 6th**, they should contact the hotel directly and then notify ALPA staff. The hotel requires 24-hour notice for room cancellation. If you do not cancel within 24 hours of your check-in date, a no-show fee of one night's stay will be charged to your MEC and/or credit card.

REGISTRATION & HOTEL CONFIRMATIONS

ALPA will provide an email confirmation for all registrations we receive on or before **November 2, 2015**.

REIMBURSEMENT FOR EXPENSES:

The MEC/CASC budget pays for all pilot-incurred expenses: travel, sleeping rooms, meals, and flight pay loss (if required). This includes **no-show penalties** for hotel rooms where reservations have been requested and NOT canceled 24 hours prior to arrival **and/or** if the attendee fails to notify the hotel during check-in of a different departure date than the reservations noted above. **It is the attendee's responsibility** to advise the E&AS Staff and/or the hotel of cancellations or changes as described above.

Furthermore, expense claims must be filed within 60 days of the date they were incurred. Since MEC/CASC funds are used to reimburse pilots, attendees need to get the appropriate project/department number from the CASC to claim reimbursement expenses.

ATTENDEE INFORMATION:

- ▶ Dress code is "business casual."
- ▶ Curriculum books and other materials will be provided.
- ▶ Participants should allow enough room in their luggage to carry one 2-inch course book and handouts.

CONTACT INFORMATION

REGISTRATION/HOTEL:

Marvin Ramirez
easmeetings@alpa.org
1-800-424-2470

COURSE QUESTIONS:

Chris Heck
Staff Engineer
Chris.heck@alpa.org
1-800 424-2470 ext. 4234

Sincerely,

Frank Pizzonia

Captain Frank Pizzonia
Safety Council Chairman

Distribution:

MEC Chairmen of all ALPA Carriers
Safety Council
CAI of all ALPA Carriers
ASO SOC Members
ASO Training Programs Coordinator
STS Instructors
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