To: Air Safety, Health and Security Committee Chairs & Members
From: Candace Kolander - Coordinator, Air Safety, Health and Security
Subject: Initial Air Safety, Health and Security Training
Date: August 17, 2011

A one-day Initial Air Safety, Health and Security Training has been scheduled for Wednesday, October 12, 2011 at the United MEC Offices Building in Rosemont, Illinois. Space is limited so please sign up your committee members as soon as possible.

Training begins at 9:00 a.m. and is scheduled to end at 5:00 p.m. The training will be held at the United MEC Offices Building and sleeping rooms will be at the Aloft Chicago O’Hare. Both are minutes from the O’Hare International Airport (ORD). Transportation will be provided between the hotel and training. There is also a free airport shuttle to the hotel. You need to complete the RSVP form to register for the class and to make a hotel room reservation. Return the form to me.

In the event that you request a hotel room for your committee member and then cancel the room reservation after October 5, 2011 your budget may be subject to a charge of one night’s room rate. The cost of this training must be incurred by the MEC or LEC budget at your carrier. Please reconfirm with your officers that they will pay the costs if you do not have your own safety budget. Be prepared to pay for at least one nights stay (hotel at $79.00 plus tax per night, meal expenses including gratuity up to $57.60 a day, airfare costs, and any flight pay loss necessary for your member to be guaranteed the day off. I hope this helps you determine your budget expenses.

<table>
<thead>
<tr>
<th>Hotel Information</th>
<th>Training Location Information</th>
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<tbody>
<tr>
<td>Aloft Chicago O’Hare</td>
<td>One O’Hare Center</td>
</tr>
<tr>
<td>9700 Balmoral Avenue</td>
<td>6250 N. River Road</td>
</tr>
<tr>
<td>Rosemont, IL 60018</td>
<td>Rosemont, IL 60018-4210</td>
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<tr>
<td>(847) 671-4444</td>
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</tbody>
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If you have any questions please feel free to call me at 800-424-2401, extension 595.
TO: Candace Kolander - Air Safety, Health and Security Department (fax 202-434-1105)

2011 ASHSD Initial Training
RSVP and/or Room Reservation Form
October 12, 2011

NAME: _________________________________ AIRLINE: ____________________________

ADDRESS: _________________________________________________________________

CITY: ___________________________ STATE: ____________ ZIP: _____________

PHONE/CELL: ________________________________________________________________

E-MAIL: _________________________________________________________________

Please make a room reservation for the following date:

Check-in _____________ Check-out _____________

Only Non-Smoking rooms are available

Location

The October 12, 2011 Initial Air Safety, Health & Security Training will be held at the United MEC Offices Building and sleeping rooms will be at the Aloft Chicago O’Hare. Both are near the O’Hare International Airport (ORD). Training is scheduled to begin at 9 a.m. and end at 5 p.m. Please plan flights around this schedule. AFA has reserved a limited number of rooms with check-ins for the night of October 11, the night before the training, with check-outs up to October 13. Room charges will be direct billed to the AFA International office and then charged to the appropriate budget. **The MEC or LEC budgets must cover all expenses for this training.** Room charges are $79.00 plus tax per night. Please don’t forget to budget in meals, airfare and any flight pay loss when determining the total cost of the training to your budget.

Budget Expenses Approved by: _____________________________________________________

MEC or LEC President or other

THIS FORM MUST BE COMPLETED AND RETURNED AS SOON AS POSSIBLE BUT NO LATER THAN OCTOBER 5, 2011.

Fax No. 202-434-1105 or mail to 501 Third Street NW, 8th Floor, Washington, DC 20001-2797