



Transportation Safety Equipment Institute

10 Laboratory Drive – Research Triangle Park, NC 27709

Phone: (919) 406-8846

Fax: (919) 406-1306

DATE: December 16, 2007

TO: TSEI Members

FROM: Jeremy Denton

*Important Information Regarding the 2008 Spring Meeting
Westin Mission Hills Resort and Spa - Rancho Mirage, California
February 13 - 16, 2008*

It's time to register for the TSEI 2008 Spring Meeting. This year's meeting will continue to provide updates and informative presentations regarding vital industry issues. The events will begin with a reception on Wednesday evening, February 13, and wrap up with our annual golf tournament on Saturday, February 16. This meeting, as always, will feature informative committee meetings and other presentations that will take place on Thursday and conclude on Friday morning.

SITE INFORMATION: [Westin Mission Hills Resort and Spa](#)
71333 Dinah Shore Drive
Rancho Mirage, California 92270-1508
800.937.8461

HOTEL RESERVATIONS:

The room rate for this meeting is \$239 per night for single/double accommodations, plus a \$10 resort fee (reduced from \$20). The resort fee includes unlimited local, toll-free and credit card access calls, in-room Starbucks Coffee, tea and hot chocolate, daily newspaper delivery to room, valet and self-parking, use of the 24-hour fitness center and tennis courts, and unlimited in-room Internet access. If you are interested in extending your stay either by arriving early or staying after the meeting, the group rate is guaranteed from February 9-18, subject to availability.

Each attendee should contact the hotel directly (800.937.8461) for reservations no later than January 21, 2008. In order to receive the group rate of \$239 per night, please reference the Transportation Safety Equipment Institute (TSEI).

Check in time at the Westin Mission Hills is 4:00 p.m., check out is 12:00 p.m.

Reservation Cancellation/Early Check Out: Please check directly with the hotel for room cancellations, early check out procedures, early arrivals and/or late departures.

CONFERENCE REGISTRATION FEES:

\$750 for the first TSEI participant from each company

\$600 per employee for additional company representatives

\$475 for spouse participation

Your registration fee includes:

Wednesday, February 13	6:00 p.m. – 9:00 p.m.	Welcome Reception & Dinner
Thursday, February 14	8:00 a.m. – 8:30 a.m.	Continental Breakfast
	12:30 p.m. – 2:00 p.m.	Luncheon
	6:30 p.m. – 7:30 p.m.	Reception
Friday, February 15	8:00 a.m. – 8:30 a.m.	Continental Breakfast
	6:00 p.m. – 9:00 p.m.	Reception & Dinner

Spouse registration includes the Receptions and Dinners noted above as well as:

Thursday, February 14	9:00 a.m.	Spouse Breakfast
	1:00 p.m. – 5:00 p.m.	Spouse Activity
Friday, February 15	9:00 a.m.	Spouse Breakfast

MEETING TIMES:

Business meetings will begin at 8:30 am on Thursday and Friday with continental breakfast available at 8:00 am. Meetings should last all day on Thursday and end before noon on Friday.

DEADLINES:

Both conference registration and hotel reservation deadlines are **January 21, 2008**. Please contact TSEI staff if you are unable to make your conference reservation before the deadline, but you are encouraged to make hotel reservations as soon as possible.

CANCELLATION POLICY:

Cancellations must be received in writing. Registrations cancelled before February 5 will receive a full refund minus the 4% processing fee for payments made via credit card. The fee for cancellations received between February 5 and 12 will equal half the registration cost.

REMINDERS:

- ◆ When making hotel reservations, please reference TSEI
- ◆ The Board of Directors will meet Wednesday, February 12, from 4:00 – 6:00 pm
- ◆ The dress code is business casual
- ◆ Final agendas will be provided in January

For additional information or questions, please contact Jeremy Denton at jdenton@mema.org.

CONFERENCE REGISTRATION FORM

TSEI 2008 SPRING MEETING



I. REGISTRATION INFORMATION.

First Attendee Name: _____

Title & Company: _____

Mailing Address: _____

Phone/Fax/Email: _____

Second Attendee Name / Title: _____

Additional Attendee(s) Name(s) / Title(s): _____

Spouse Name(s): _____

II. REGISTRATION FEES.

_____ \$750 First Company Representative _____ \$600 Each Additional Representative

_____ \$475 Spouse

III. PAYMENT.

_____ **My check**, made payable to Transportation Safety Equipment Institute (TSEI), is

Enclosed Being forwarded

_____ **Please charge my** American Express Master Card Visa

Registration Fee: \$ _____ + 4% (Processing Fee) \$ _____ = _____

Card Number: _____ Exp. Date: _____

Name Printed on Card: _____

Signature (required): _____

IV. AGENDA ITEMS.

Please list any subjects you would like to add to the agenda.

V. FORMS MAY BE RETURNED VIA:

Mail: TSEI Spring Meeting Registration or Fax: 919-406-1306
10 Laboratory Drive
Research Triangle Park, NC 27709

QUESTIONS? Please contact Jeremy Denton at jdenton@mema.org or 919-406-8846