



**Procedure Professionals
Association**

Is Proud To Present The:

**30th Annual
Procedure Symposium**

**We believe that our program will benefit both
Procedure Writers
AND
Work Planners.**

**We hope to see you at this year's annual
symposium!**

The 30th Annual Procedure Symposium

June 19th through June 21st, 2018

DoubleTree by Hilton

Charleston, SC

PPA will host the 30th Annual Procedure Symposium at the DoubleTree in Charleston, SC, June 19 through 21, 2018 (Tuesday-Thursday). In this format, we will continue to provide a forum for professionals working with procedures administration, control or production to obtain the latest information regarding procedures and the procedure process. The technical program will consist of formal presentations, as well as our facilitated breakout sessions. As is customary, we will have a strong focus on providing greater and more diverse networking and benchmarking opportunities.

All levels of management, procedure writers, procedure administrators, training specialists, and procedure users will benefit by attending the specialized breakout sessions that deal with the issues related to their specific areas.

The final agenda is still under development, however, a topical agenda is located on our website www.ppaweb.org. This will be updated as speaking slots/breakout sessions are filled.

THIS YEAR WE WILL AGAIN OFFER the full PPA Writer Certification Training in Conjunction with Symposium Attendance!! In combination with the symposium, Procedure Writer Certification Training will be held on Monday, and Friday (before/after the regular symposium schedule). This gives participants an opportunity to obtain PPA Writer Certification while also attending the premier procedure writer/procedure program owner OE and learning opportunity in the country. PPA has negotiated excellent facility rates in order to be able to provide both the certification program and symposium to you at a reasonable cost and in one of the most beautiful and sunny coastal urban settings in the country.

Dress for this event is business casual.

If three or more individuals are attending from the same site, a discount (per attendee) may be applied during the registration period. Contact Carolee Schmidt (620-364-8831, ext. 4453) for more information.

Please share this information with others at your facility that may benefit from attending the symposium.

The 30th Annual Procedure Symposium
June 19 – June 21, 2018
DoubleTree by Hilton, Charleston, SC

Payment: This fee includes handouts for the Structured Breakout Sessions, attendee list and all symposium-sponsored meals and functions. *(This fee does not include accommodations, travel or other meals.)*

Early Bird Registration (on or before May 18, 2018)	\$ 950.00
**3 or more from the same site (promo code required)	\$ 850.00
Regular Registration Fee (May 19 – June 17, 2018)	\$1,200.00
**3 or more from the same site (promo code required)	\$ 1,100.00
Late Registration (after June 17, 2018)	\$1,500.00
Spouse/Guest Registration (This allows your guest to attend all sponsored meals with you.)	\$ 200.00
Spouse/Guest Registration – Wednesday Dinner Cruise only	\$ 75.00
Procedure Writer Certification Training (Additional payment that must be received with registration)	\$ 400.00

Am Ex/MC/Visa/Discover Accepted

*The Utilities Service Alliance (USA) Corporate Office will be assisting PPA with
Financial/Accounting information.*

ALL cancellations are subject to a **\$150.00 processing fee** and cancellations received after May 18, 2018 will **NOT** be refunded. A substitute will be acceptable if you are unable to attend.

Registration:

Monday June 18, from 4:00 p.m. until 6:00 p.m. You may pick up your conference materials at the Registration Table, located in the hotel lobby.

Accommodations:

DoubleTree by Hilton - Room Rates \$189/night. Room rate available 6-17-18 through 6-22-18. Rates quoted DO NOT include \$30 nightly parking fee.

The special group rate is available until May 18, 2018 or until the block is sold out. Please register early to ensure accommodations are available.

Make your reservation requests online, by clicking on the following link [PPA Reservations](#) or by phone to: 800-809-9721.

Spouse/Guest Registration:

Spouse/Guest Registration allows your guest(s) to join you for meals during the symposium (daily breakfast & lunch, Monday & Wednesday dinner). Please ensure you register anyone that you want to bring to the PPA sponsored meals. This allows us to ensure we have the correct number of meals and place settings for everyone.

Attendee Registration:

Register to attend the symposium on-line at www.ppaweb.org or by using the registration form on the next page. On-line registrations using credit cards will show “Utilities Services Alliance” or “USA” as the payee on your credit card statement.

If you do not wish to register on-line, send registration package & payment to:

Carolee Schmidt - PPA Director, Annual Symposium
c/o Wolf Creek Nuclear Operating Corp.
PO Box 411
Burlington, KS 66839

The 30th Annual Procedure Symposium

June 19 – June 21, 2018

Registration Form

Please go to www.ppaweb.org and register on-line.

Name _____

Job Title _____

Facility/Plant Company Name _____

Address _____

City/State/Zip _____

Phone # _____

Fax # _____

e-mail Address _____

Please print e-mail address exactly as is acceptable by your e-mail system

Symposium Only

Symposium & Writer Certification Training (add \$400 to applicable registration fee)
(Monday session only)

Guest Attending (add \$200)

Additional Guest? (add \$200)

Guest Attending (Wed Dinner only) (add \$75)

Additional Guest? (add \$75)

Guest(s) Name _____

Payment Information: **(Make checks payable to Utilities Service Alliance)**

Check # _____

Credit Card: AmEx / MC / Visa / Discover Card # _____

Card Expiration Date _____

Name on Card _____



**Procedure Professionals
Association**

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