



Test Monitoring Center

Carnegie Mellon University
6555 Penn Avenue, Pittsburgh, PA 15206, USA

<http://astmtmc.cmu.edu>
412-365-1000

February 26, 2010

To The Participants of the Light Duty Rating Workshop

The 2010 Light Duty Workshop is scheduled for Monday, April 26, 2010, through Friday, April 30, 2010. There will be two rating sessions available for data generation. Participants are expected to have some rating experience.

The workshop will be held at the Embassy Suites Hotel Northwest, 7750 Briaridge, San Antonio, Texas 78230. A block of rooms has been set aside for participants. The room rate is \$109.00 per day plus taxes. Rooms at this rate will be held until March 28, 2010. For hotel reservations, call (210) 340-5421 and use the code “**RWS**” to receive the rating workshop room rate. To ensure that the workshop meets contractual obligations to the hotel, it is important that you tell the hotel you are attending the “Rating Workshop” and use the aforementioned code.

The non-refundable fee for one workshop session is \$1000.00 for participants and \$200.00 per day for observers. Payment for the workshop can be made by credit card, during online registration, or by check. When registering, be sure to indicate which session, A or B, you will be attending. Both sessions will be of the same format and content. Since less time will be allotted for rating in session A, we suggest that more experienced raters attend that session. Less experienced raters should attend session B.

To register for this workshop, visit the TMC website (www.astmtmc.cmu.edu) or follow the direct link, below:

<http://www.astmtmc.cmu.edu/cc/>

If paying by check, first register online for the workshop, select “check” as your form of payment, and mail a check payable to ‘ETMC – Carnegie Mellon University’ to:

ASTM Test Monitoring Center
Attention: Ellen Young
6555 Penn Avenue
Pittsburgh, PA 15206
ely@astmtmc.cmu.edu
412-365-1018

The deadline for registration and payment is April 16, 2010. Because of the preparation necessary for a rater to access the computer systems used at the workshop, pre-registration is required and walk-in attendance can not be accommodated.

The workshop hours will be 8:00 A.M. to 5:00 P.M. each day (except Monday which begins at 8:30). Lunch is scheduled for one hour starting at 12:00 noon. Each workshop participant will be provided with a new, registered varnish scale but is expected to bring all other necessary rating aids, manuals, calculators, and any other necessary items. Participants are also strongly encouraged to bring a laptop computer (preferably capable of wireless internet access) for rating data entry purposes.

If your particular rating responsibilities require you to have a current workshop certificate, be sure to schedule your travel to allow you to attend the data review sessions. Attendance at *all* data review sessions is mandatory to receive a participation certificate.

Sincerely,

Tony Barrera
Deposit Rating Project Leader

Michael Kasimirsky
Workshop Coordinator

2010 Light Duty Rating Workshop Schedule

First Session (A)

<u>Date</u>	<u>Time</u>	<u>Activity</u>
Mon 4/26/10	8:30 A.M. - 5:00 P.M	Introductory remarks; discussion of current rating issues; calibration; rating.
Tue 4/27/10	8:00 A.M. - 5:00 P.M.	Rate and input data; review and discuss results.

Second Session (B)

<u>Date</u>	<u>Time</u>	<u>Activity</u>
Wed 4/28/10	8:00 A.M. - 5:00 P.M	Introductory remarks; discussion of current rating issues; calibration; rating.
Thu 4/28/10	8:00 A.M. - 5:00 P.M.	Rate and input data; review and discuss results.
Fri 4/30/10	8:00 A.M. - 12:00 P.M.	Rate and input data; review and discuss results.

The rating area will be made available for extended hours (before 8:00 A.M. and after 5:00 P.M.) upon individual requests.

Times are approximate and depend on data flow.