



Test Monitoring Center

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

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

February 26, 2016

To The Participants of the Light Duty Rating Workshop:

The 2016 Light Duty Workshop is scheduled for Tuesday, April 5, 2016, through Thursday, April 7, 2016. As was the case at past rating workshops, there will only be one, three-day rating session for 2016. ***Participants are expected to have some rating experience.***

In addition, raters will have the opportunity to participate in the ASTM TMC Rater Personnel Certificate Program as a result of their performance at this workshop. Full details of the Certificate Program are available at the following link:

ftp://ftp.astmtmc.cmu.edu/docs/rater_calibration/CertificateProgramOverview.pdf

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 14, 2016.** For hotel reservations, please call Ms. Melissa Kim at (210) 253-5960 and mention “ASTM Test Monitoring Center” (or book online using the 3-letter code “AST”) 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 ASTM Rating Workshop.

The non-refundable fee for the workshop session is \$1350.00 for participants (\$1250.00 for participants who wish to forgo the ASTM Certificate Program) and \$275.00 per day for observers (\$825 total). Payment for the workshop can be made by credit card during online registration, or by check.

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: Amanda Darcy
6555 Penn Avenue
Pittsburgh, PA 15206
ahd@astmtmc.cmu.edu
412-365-1022

The deadline for registration and payment is March 21, 2016. Because of the preparation necessary for a rater to access the computer systems used at the workshop, pre-registration is required. *Any registrations submitted after this date will be subject to a \$400 Late Registration Fee, and will be approved on a case-by-case basis. No walk-in registrations will be accommodated under any circumstances.*

The workshop hours will be 8:00 A.M. to 5:00 P.M. each day. Lunch is scheduled for one hour starting at 12:00 noon and is provided. Each workshop participant will be provided with a new, serialized varnish scale and a new, serialized sludge photo scale, but is expected to bring all other necessary rating aids, manuals, calculators, and any other necessary items.

Participants are also **required** to bring a laptop computer, capable of wireless internet access, for rating data entry purposes. Participants without a wireless-accessible laptop computer may find it difficult to complete the required data entry in the time allotted. In addition, be advised that non-Bluetooth® wireless computer accessories (wireless keypads, mice, etc.) may be subject to interference and cause data entry errors for you or other participants.

If your particular rating responsibilities require you to have a current workshop certificate, be sure to schedule your travel to allow you to attend **all** the data review sessions to their completion. As such, we highly recommend planning your return trip for Friday to avoid missing any of the final data review session. **Attendance at all data review sessions, to their completion, is mandatory to receive a certificate.**

Sincerely,

Tony Barrera
Deposit Rating Project Leader

Michael Kasimirsky
Workshop Coordinator

2016 ASTM Light Duty Rating Workshop Schedule

<u>Date</u>	<u>Time</u>	<u>Activity</u>
Tues 4/5/16	8:00 A.M. - 5:00 P.M	Introductory remarks; discussion of current rating issues; calibration; rating.
Wed 4/6/16	8:00 A.M. - 5:00 P.M.	Rate and input data; review and discuss results.
Thur 4/7/16	8:00 A.M. - 5:00 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.) based upon individual requests.

Times are approximate and depend on data flow.

The final data review on Thursday may run until 5:00 P.M. or later and attendance at all data review sessions, to their completion, is mandatory to receive a certificate. Please make your travel plans accordingly.