

DIRECTIONS & HOTELS

Please write out directions to your facility from major interstates or highways in the space below.

Workshop Location: (if information incorrect or missing, please write in correct info)

Lexington Senior Center
195 Life Lane
Lexington KY 40502 Phone:859-278-6072-___

Driving Directions: (if information incorrect or missing, please write in correct info)

Nearest Airport: (if information incorrect or missing, please write in correct info)

Minutes Miles

Minutes Miles

Hotels Nearby: (please list hotels that are convenient to your workshop location, moderately priced , and which have a restaurant or are near one)

***Please return this completed form along with your signed
Thank you.***

II. NETA AGREES TO PROVIDE

NETA will provide complimentary registration for 2 (two) people from the Sponsor's organization, in exchange for use of the facility. If a sponsor's employee(s) pays a workshop registration fee and later finds they are eligible for complimentary registration, NETA will not refund the fees.

As the workshop date approaches, NETA will provide Sponsor with Public Service Announcements for submission to local newspapers and social media. Because NETA is a non-profit organization, there is no charge for public service announcements. NETA will also provide posters for Sponsor to hang on the premises and take to other local organizations.

III. SPONSOR AGREES TO PROVIDE

The facility, to be provided free of charge by the Sponsor, will have a workout space of at least 1,500 square feet minimum of unobstructed room. Sponsor agrees that the facility will be properly equipped the day of the workshop as follows:

- * Staff person not taking the workshop to administer the Group Exercise Exam from 3:00 - 4:30.
- * Heat / AC (depending on season) will be on and functioning by workshop start time.
- * Lecture room and group exercise workout are reserved.
- * Chairs and tables set up in lecture area for a minimum of 20 participants (i.e. banquet-size table for each 8 participants).
- * One additional table for registration & one for merchandise display.
- * Stereo equipment with a working microphone, CD and pitch control (preferable).
- * Dry erase board, chalk board, flip chart or overhead projector and screen.

The Sponsor agrees to help promote the workshop(s) by printing news releases in Sponsor publications, (if applicable), such as class schedules, newsletters, calendars and catalogs.

Sponsor agrees to not schedule another fitness certification workshop with any other organization within a 3-month time period of NETA's workshop(s).

IV. CONFIRMATION DUE DATE

This confirmation will be signed and returned to NETA no later than Wednesday, April 19, 2017.. This will enable NETA to list your workshop in our brochures and on our website.

DATE SIGNED

Amara Viaene, Marketing & Events Director

DATE SIGNED

Sponsor's Signature, Title

NETA phone: 1-800-237-6242 (in 763 area code, dial 545-2505). Fax: 763-545-2524

I. LOCATION(S) AND DATE(S)

National Exercise Trainers Association (NETA) and LEXINGTON SENIOR CENTER, also called "SPONSOR", agree to jointly offer the following Group Exercise Certification Workshop(s) on the dates listed below.

Each workshop will be held at the SPONSOR's facility as indicated; sponsor agrees and initials below to indicate that facilities have been reserved and will be accessible from 7:15 a.m. to 5:00 p.m. on the dates indicated. NETA's trainer will arrive at 7:15 to prepare for participant check-in by 7:45, so workshops can begin promptly at 8:00.

GROUP EXERCISE CERTIFICATION
Lexington Senior Center
195 Life Lane
Lexington KY 40502

Sat August 5, 2017 8:00

SENIOR FITNESS SPECIALTY CERTIFICATION
Lexington Senior Center
195 Life Lane
Lexington KY 40502

Sun August 6, 2017 8:00

*****IMPORTANT*****

In conforming to NCCA accreditation guidelines, NETA instructors are prohibited from administering the Group Exercise Certification exam. The sponsor agrees to provide a staff person who is not taking participating in the workshop to administer the exam in accordance with NETA's proctor instructions from 3:00 to 4:30. If a proctor is not available, the exams will not be administered.

April 05, 2017

Fax:

WENDY JETT
LEXINGTON SENIOR CENTER
195 LIFE LANE
LEXINGTON KY 40502

Dear Wendy:

RE: Your Group Exercise Certification and Continuing Education Workshop Confirmation

It is important that you sign and return the attached confirmation postmarked or faxed no later than April 19, 2017.

If you find it impossible to meet the above deadline, please call me at 763-412-4722 to arrange for an extension of time. We need your confirmation by this date in order to meet advertising deadlines and ensure that your workshop is a success. Please make a photocopy of the signed confirmation for your files and return the original marked to my attention.

If you have questions, please call me. Once I receive your signed confirmation we will send more information.

Thank you for your cooperation. We look forward to working with you.

Sincerely,

Amara Viaene
Marketing & Events Director

Enc. Confirmation