



2010 EAP Basic Training – Session 1

The first “Basic EAP” training for 2010 will be held at the Clarion Hotel in Phoenix Tuesday April 13th 2010, beginning at 9:00 AM through Wednesday, April 14th, 2010, ending at 3:30 PM. Please review the information below and contact Linda Foster at the International AFA EAP office with any training questions or concerns: (800) 424-2406 or LFoster@afanet.org.

- ◆ **Lodging:** A reservation will be made for those attendees who reside outside the training area at:

Clarion Hotel PHX Tech Center (*Shuttle service available from/to airport*)
5121 E LaPuente Avenue
Phoenix, AZ 85044
(480) 893-3900

- ◆ **Lodging Check In: Monday April 12th, 2010**
- ◆ **Lodging Check out: Wednesday April 14th, 2010.** Please contact Linda Foster if you require any changes to the check-in or check-out dates.
- ◆ **Lodging Billing:** Direct billing to AFA has been arranged at the Clarion Hotel for rooms only. Meal and other related expenses will be covered by each LEC. Trainees should be prepared to pay for their food and incidentals, and then complete an expense voucher for reimbursement.
- ◆ **Training Materials:** Training materials will be distributed at the training. However, attendees should review the **EAP section** of the AFA website at www.afanet.org/eap to familiarize themselves with the work of the committee. The section “Becoming an EAP Rep” is particularly helpful and it includes a link to the online EAP Representative application, which all applicants must complete.
- ◆ **Attire:** Casual wear, including jeans, is appropriate. You’ll be doing a lot of sitting, so comfort is a priority.
- ◆ **Training Agenda:** Will be sent from AFA International.

If you have any questions, please contact Linda at AFA. Thank you, and welcome to EAP!!