

Viessmann Academy

Warwick, Rhode Island

General Information

- For detailed descriptions of the seminars and their content, please refer to the Viessmann Academy brochure, which is available from your local Viessmann sales representative or from www.viessmann-us.com.
- All seminars take place at the Viessmann US Head Office located in Warwick, RI. Class size is limited, and classes usually fill up fast. Sign up early to avoid disappointment.
- Seminars start at 9:00 am sharp. Please plan to arrive and register at **8:45 am**.
- Lunch, refreshments, seminar binder, notepads, and pens are provided. Dinner is also provided on the 1st day of a 2-day class.
- Overnight stays at a hotel in Warwick are available for anyone traveling over 2 hours. For long distance travelers Viessmann will cover the costs of a maximum of two hotel nights. For a one day class the previous night is covered. For a two day class the previous night is covered as well as the 1st night of the seminar. **Any additional hotel, travel, and meal costs are the responsibility of the participant. A credit card number is required to hold your room. Please fill in the info on the registration form. If you need to cancel you must call the Sheraton direct at 401-738-4000 by 5pm on the day of arrival or an \$92 + tax non refundable fee will be charged to your credit card to cover the expense of the hotel room. No refunds will be given for any reason.** Please also inform Desoree at: brnd@viessmann.com of the cancelation. Please do not make your own reservations. They will be made for you.
- The closest airport in RI is PVD, about 2 minutes from our facility and the hotel. Participants are responsible for booking their own travel arrangements. Please wait until you have received seminar confirmation before making airline reservations.

Registration Instructions

- Please complete a registration form and mail / fax it to the address below. Seminar registration cannot be made by phone. You will not be registered unless you fill out a form and receive a confirmation.
- **You are not officially registered unless you receive a confirmation. Spots in the class are not guaranteed without a confirmation.**
- If the requested seminar is full you will be advised of the next available seminar date and put on our waiting list.
- If you need to cancel your reservation, **please let us know well in advance of the seminar date.** This will allow us time to contact people on our waiting list, and if you call in advance to cancel and are staying at the hotel, you will not be charged the \$92 + tax hotel fee.
- Contact Desoree Brennan at 1-800-288-0667 or brnd@viessmann.com for all questions.

Viessmann Academy Registration Form

Warwick, Rhode Island

Fax: (401) 732-0590

Email: brnd@viessmann.com

Registration Information

Company Name

Address

City

State

Zip Code

Telephone

Fax

E-mail

Seminar Requested

Seminar No.	Seminar Title	Date Requested

Name(s) of person(s) attending

1.

2.

3.

Seminar Requested

Seminar No.	Seminar Title	Date Requested

Name(s) of person(s) attending

1.

2.

3.

Credit Card Information

Credit card information is required for booking a hotel room. For cancellations, please call the Sheraton at (401) 738-4000. If you do not cancel before 5:00 PM on the check-in date, a charge of \$92.00 plus tax will be applied to your credit card and no refund will be given.

Type of Card: VISA Mastercard American Express # _____ Expiry _____

Name (as it appears on card)

Billing Address (if different than above)

Please fax completed forms to Desoree at (401) 732-0590. DO NOT EMAIL this form once it contains credit card information.

Additional Information

What are your travel plans? Driving Flying into _____ Arrival Date _____

Hotel room (for a distance of more than 2 hours): Yes No