

MEMO

To: All Representatives
All Distributors
All Automation Centers

cc: All Sales Department
Service Department



auma[®]

AUMA Actuators, Inc. USA
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Date: August 7, 2008

Subject: Year 2008 Training Schedule

Our schedule of training sessions for 2008 is set. We will offer five seminars at various times and locations. The five seminars are:

- **Basic Sales and Service Training** – 3 days
- **Basic Service Training** – 2 or 3 days depending on location
- **Advanced Service Training** – 3 days
- **AUMATIC Programming Seminar** – 1 day
- **AUMATIC Service Training** – 2 ½ days

Basic Sales and Service Training is intended for new representatives, distributors or automation centers and new people at existing organizations. The program is also suitable for OEM/resale customers. Topics include actuation requirements, AUMA products, theory of actuator operation, actuator selection & pricing, actuator commissioning and troubleshooting.

Basic Service Training is intended for sales and service personnel from representatives, distributors, automation centers and customers. Topics include theory of actuator operation, actuator commissioning and troubleshooting. Class size is limited to 20 students.

Advanced Service Training is intended for the service technician who will be repairing and commissioning AUMA Actuators. **A prerequisite of attending the advanced class is either prior experience servicing / commissioning AUMA actuators or prior attendance at the Basic Service Training class.** The class is hands-on troubleshooting, service and repair. Product basic information and identification are not covered. **Class size will be limited to a maximum of 10 students.**

The **AUMATIC Programming Seminar** is intended for sales personnel who want a better understanding of the AUMATIC capabilities. The session includes theory and programming. This seminar will be offered on the day following each of the scheduled Basic Sales and Service Training seminars. **Class size is limited to 10 students.**

AUMATIC Service Training is intended for service technicians who will be repairing and commissioning AUMATICs. Topics will include AUMATIC details, the MWG, COM-AC software, board identification, troubleshooting and diagnostics. **Class size is limited to 10 students.**

Schedule for 2008:

- Basic Sales and Service Training – January 28 – 30 (Pittsburgh)
- Basic Sales and Service Training – February 18 – 20 (Houston, TX) **8:00 AM**
- Basic Sales and Service Training – September 8 - 10 (Pittsburgh)

- Basic Service Training Class – January 14 – 15 (Pittsburgh)
- Basic Service Training Class – June 2 – 3 (Pittsburgh)

- Advanced Service Training Class – February 25 – 27 (Houston, TX) **8:00 AM**
- Advanced Service Training Class - May 19 – 21 (Pittsburgh)
- Advanced Service Training Class – October 27 – 29 (Note: Date changed!)

- AUMATIC Programming Seminar – January 31 (Pittsburgh)
- AUMATIC Programming Seminar – February 21 (Houston, TX) **8:00 AM**
- AUMATIC Programming Seminar – February 28 (Houston, TX) **8:00 AM**
- AUMATIC Programming Seminar – September 11 (Pittsburgh)

- AUMATIC Service Training Class - Aug 18 – 20 (Pittsburgh)

Locations:

Seminars in Pittsburgh will be held at AUMA's factory in Canonsburg, PA. The facility is located at 100 Southpointe Blvd. and is 21 miles south of Pittsburgh and 25 miles from the Pittsburgh International Airport.

Seminars in Tustin will be held at AUMA's office. The facility includes a large training room and is located at 15012 Red Hill Ave.

Seminars in Houston will be held at Auma's office. This facility also includes a large training room located at 13211 Stafford Road, Suite 1000, Missouri City TX 77489.

All class times start at 9:00 AM unless otherwise stated.

Seminar fees:

The fee for the Basic Sales & Service Class is \$100. The fee for all other seminars is \$250. Fees are due with reservation and are non-refundable. AUMA furnishes training materials, lunch and dinner at local restaurants on the evenings of class days – except for the last day of the seminar. **Attendees are responsible for their own transportation and lodging.**

Pittsburgh Accommodations:

Accommodations in Pittsburgh are available at the following hotels:

Hilton Garden Inn Pittsburgh/Southpointe located at 1000 Corporate Drive approximately 2 miles from the AUMA factory at 100 Southpointe Blvd. The telephone number at the hotel is 724-743-5000.

Holiday Inn Express – Bridgeville located approximately 9 miles north of the AUMA factory (412-914-2000)

SpringHill Suites – Washington located approximately 7.7 miles south of the Auma factory. (724-223-7800) Ask for the Auma rate when making reservations.

Holiday Inn, Meadowlands located about 5 miles south of Canonsburg. The address is 340 Race Track Road, Washington PA. Their phone number is 724-222-6200. They have given Auma a nightly rate of \$99.00. Be sure to let them know you are attending an Auma function.

Other hotels are available in the area. Please check the internet for their locations.

Transportation: Attendees are responsible for their own transportation.

Registration: Complete the attached form and forward it with a check for either \$100 for Basic Sales and Service Seminar **or** \$250 for all other seminars per attendee to:

AUMA Actuators, Inc.
100 Southpointe Blvd.
Canonsburg, PA 15317

Attn: Joanne Grzech

All classes are filled on a first come basis.

Please contact Joanne Grzech at extension 242, Rich Oaks at extension 210 or Paul Souza at extension 208 if you have any questions.