



August 3, 2013  
8:00 am - 4:30 pm

WILO USA LLC  
9550 W. Higgins Road  
Suite 300  
Rosemont, IL

# MARK YOUR CALENDAR:

## CHAPTER VICE PRESIDENT OF MEMBERSHIP (VPM) ONE-DAY TRAINING EVENT

If you are an incoming chapter vice president of membership then this exciting one day training session is for you! This event which will be facilitated by ASPE membership chair Brian Salisbury, CPD, FASPE and the society vice president membership, Scott Steindler, CPD, LEED AP BD+C, ARCSA-AA, has been designed to provide the necessary training and tools for each VPM to be successful in their respective chapter role. During this one day event, the chapter vice president of membership will:

- Learn about the latest ASPE initiatives and how to present them to the membership
- Gain an understanding of the membership application process; renewal process; monthly reports and special offerings geared toward ASPE members
- Walk away with new ideas on how to recruit members and the importance of retaining current members
- Gain tips on how to write articles for your Chapter newsletter
- Network with and learn from fellow chapter VPMs
- Learn how to utilize the officers' section of [www.aspe.org](http://www.aspe.org) in addition to a host of other information

### Registration

Registration opens June 3, 2013 and will end on July 10, 2013.

### Fees

The training event is free and will include a light breakfast, lunch, snacks and training materials. However, each chapter is responsible for travel, hotel and expenses for their chapter vice president of membership to attend.

### Accommodations

ASPE has acquired a block of rooms at \$79/night plus tax at the Marriott Courtyard O'Hare, which is approximately three blocks from the training facility. Shuttle service to and from the airport is available. It is recommended that you check in on August 2nd and depart after 4:30pm on August 3rd, or depart on August 4th.

Please fill out the housing registration form and return to Jinnie Yoo at [jyoo@aspe.org](mailto:jyoo@aspe.org) or fax the form to 847-296-2963. Please note: ASPE's room block ends on July 10th, so register now!

# ASPE 2013 CHAPTER VICE PRESIDENT OF MEMBERSHIP TRAINING SESSION

Each attendee is responsible for travel and hotel accommodations.

Marriott Courtyard O'Hare  
2950 S. River Rd.  
Des Plaines, IL 60018  
Phone: 847.824.7000  
Fax: 847.824.4574

Please indicate your preferences and arrival/departure information below:

Single Room

Corporate room rate of \$79/night plus tax

Arrival Date:        /        /13        Arrival Time:         a.m.    p.m.

Departure Date:    /        /13        Departure Time:     a.m.    p.m.

Special Requirements: \_\_\_\_\_

Marriot Rewards Number: \_\_\_\_\_

Print Name \_\_\_\_\_

Chapter \_\_\_\_\_

Chapter Position \_\_\_\_\_

Name of Cardholder \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Please provide your credit card information to reserve your hotel room:

Credit Card Type  Visa    Mastercard    American Express    Discover \_\_\_\_\_

Credit Card Number \_\_\_\_\_ Exp. Date \_\_\_\_\_

**Note: Space is limited to the first 20 that register for the training session. Only one officer per chapter is allowed.**

Please return this form by July 10, 2013 to:  
Jinnie Yoo-Membership/Meetings Coordinator  
American Society of Plumbing Engineers  
6400 Shafer Court, Suite 350  
Rosemont, IL 60018  
(847) 296-0002 • Fax (847) 296-2963  
Email: jyoo@aspe.org

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