



## SURGE ARRESTER SEMINAR GUIDELINES

**Seating is limited.**

*We fill each training class on a "first-come, first-served basis" based upon paid registration. It is important to send your application and registration fee prior to the registration deadline.*

**The following guidelines apply directly to course: ARR201**

**Eligibility:**

To be eligible to attend Surge Arrester Seminar, you must be recommended by an authorized HPS Distributor or an HPS Sales Representative. Approval process also includes payment of the Training fee (listed below). Please do not make travel arrangements until notified that you are fully registered to attend.

**Registration:**

The listed training fee (per person) is payable in advance. The entire registration process, including payment of the training fee must be completed prior to the registration deadline. Registration deadline is the Friday prior to the start of the seminar.

To request attendance to one of the HPS training sessions, eligible personnel should request an application form online. Contact information requires a valid email address, as this will be the main form of communication.

Please do not make travel arrangements until notified that you are fully registered to attend.

**CEU & PDH Credits:**

States and Engineering Societies often have their own rules pertaining to the issuing and acceptance of CEU & PDH credits. Therefore, HPS offers a Certificate of completion for each course, listing the number of classroom hours and any field work / demonstrations that may be part of the seminar. Each attendee seeking CEU and PDH credits will be responsible to submit their own application to the governing body that authorizes these types of credits.

To be awarded a Certificate of completion each applicant must attend the entire seminar as outlined by the itinerary and proof of attendance may be required.

**Travel & Lodging:**

Each attendee is responsible for their own travel & lodging reservations and expenses. A listing of area hotels will be provided in a confirmation email. Not all locations have available airport shuttle service; Rental cars may be your only option for transportation while attending training.

HPS may choose to offer local transportation for tours and other events. Anyone electing not to take advantage of Hubbell Power Systems, Inc. supplied transportation will be held responsible to follow all instructions including safety and legal requirements that apply.

**Meals:**

HPS will provide lunch during each day of training as well as dinner the first night for those confirmed as attendees. Please make known any special dietary or accessibility requirements on the first page of this application.

**Substitution/Cancellation:**

Substitution with another eligible employee from the same company may occur as long as the substitution is approved by HPS Sales & Training Staff prior to the start of the registered training session.

Attendees may cancel their registration with full refund up to eight (8) weeks prior to their training session. Cancellations within eight weeks of the training session must be in writing (email) and will require either an approved (same company) substitution for that session or else forfeiture of the registration fee.

Hubbell Power Systems reserves the right to alter or cancel a training session, up to six (6) weeks prior to the start date. If training is cancelled by HPS, registration fees for that training will be returned. HPS liability is limited to refund of the registration fee only.

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**Dress Code:**

We suggest that clothing should be along the lines of business casual for classroom training. No "open-toed" shoes or sandals are allowed during training or facility tours.

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**Cameras & Pictures:**

Participants can take photos in the classroom if they do not interfere with training activities and do not raise safety concerns.

No photography is allowed inside the HPS facility other than the classroom.

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**Cell Phones & Computers:**

In general, electronic devices should not interfere with training or compromise safety. Electronic devices such as cell phones and PDAs should be turned off during facility tours. Due to Security on the HPS LAN systems, no visitor internet access is available at any of the factory locations.

Use of any electronic device during classroom training will be at the discretion of HPS presenters and training staff. Non-emergency communications should be scheduled to not interrupt training activities. Again, no photography is allowed inside the HPS facility other than the classroom.

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**Travel Information**

Participants are responsible for their own travel arrangements. Training dates have been chosen to facilitate travel on Monday allowing attendance during the entire session. Air travelers should allow for the following (minimum) travel times to and from airports. When departing, please remember to add one or two hours for check in.

- 3 hours from Atlanta, GA airport (ATL) to Aiken, SC
- 1 hour from Columbia, SC airport (CAE) to Aiken, SC
- 30 minutes from Augusta, GA airport (AGS) to Aiken, SC

Directions to HPS facilities: <http://www.hubbellpowersystems.com/contact/directions/>

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