



Angeles Training & Conference Center

701 North Santa Anita Ave.
Arcadia, CA 91006
Phone: (626) 574-5267
e-mail: atcc@fs.fed.us



DATE: January 14, 2016

SUBJECT: M-410 Facilitative Instructor

TO: Students

Congratulations, you have been selected to attend M-410 Facilitative Instructor, at the Angeles Training and Conference Center (ATCC), February 22nd through 26th, 2016. Class will begin at 0800 on February 22nd and will end at approximately 1400 on February 26th.

Use gate code 4935 at the entrance gate to access the training center.

Parking:

Parking is available in the rear parking lot. Follow the signs posted at the entrance to the compound. **Please do not park next to the main buildings.**

Pre-Course Work:

There is required pre-work for this course, which can be found at:

<http://training.nwcg.gov/pre-courses/m410/m410.html>.

Important Information: You will be required to give several presentations throughout the course, including three individual and one group presentation. One will be spontaneous and the others will require some preparation. This will involve some individual work outside of class time.

For your presentations, you will have access to flipcharts, projectors and standard training center materials and facilities. Think in advance of a few topics you may wish to present and feel free to bring props or presentation aids that you may need. **It is helpful to have a computer for research and creating needed documents.** Extra computers will not be available at the training center.

Students will be required to wear a dress shirt and tie, full uniform, or appropriate professional attire for their final presentation.

Attire:

Students are to wear casual office attire. This means attire suitable for public contact (no shorts, tank tops, flip flops, etc.)

Tuition:

Tuition cost is \$300.00 per student. For non-federal students, tuition will also include an 8% admin fee imposed by the National Finance Center, for a total tuition of \$324.00.

Billing Information:

Forest Service / Other Federal Agencies: The approved NWCG Nomination Form is used for payment. It must include proper agency codes and signatures.

Non Federal Agencies: Students are required to submit the NWCG Nomination Form with signatures to attend the course. A bill of collection will be issued to your agency at the end of the training course. Students who wish to pay the tuition themselves can also be issued a bill of collection.

Cancellations:

Cancellations must be made two weeks prior to the start of the course. If cancellations occur after the two-week cut off, your agency will be charged for tuition.

Lodging:

There is no lodging or food service provided at the Angeles Training and Conference Center. There are numerous lodging locations nearby, including:

Embassy Suites Hotel Arcadia

211 East Huntington Drive
Arcadia, CA 91006
(626) 445-8525

Hampton Inn Arcadia

311 East Huntington Drive
Arcadia, CA 91006
(626) 574-5600

Hilton Garden Inn Arcadia

199 North 2nd Avenue
Arcadia, CA 91006
(626) 574-6900

Residence Inn

321 East Huntington Drive
Arcadia, CA 91006
(626) 446-6500

Airport:

If you are flying to this session, your destination is Burbank (Bob Hope) Airport.

If you have any questions regarding this course please contact our training staff at (626) 574-5267 or email atcc@fs.fed.us.

/s/ Tracy McGuff

Tracy McGuff
Forest Training Officer