

2008 POLYTECH SEMINAR SERIES GENERAL INFORMATION

SEMINAR LOCATION:

Houston Marriott North at Greenspoint
255 N. Sam Houston Parkway East
Houston, Texas 77060 USA

Seminar meeting rooms will be on the 1st floor of the Houston Marriott North at Greenspoint. A sign outside the meeting room will direct you to your seminar. Information on meeting-room locations will also be available at the registration area.

MAKE YOUR HOTEL RESERVATIONS EARLY:

Houston Marriott North at Greenspoint
255 N. Sam Houston Parkway East
Houston, Texas 77060 USA
Phone +1 281-875-4000 or +1 800-228-9290
Online Reservations: <http://www.marriott.com/hotels/travel/hougp-houston-marriott-north-at-greenspoint/>
Group Code: SPESPEA
Single Rate: \$131

REGISTRATION:

Please obtain your name badge prior to the start of your seminar. Seminar registration is located at on the 1st floor of the Marriott.

Registration Hours:

Monday, February 25: 7 a.m.–2 p.m.
Tuesday, February 26: 7 a.m.–2 p.m.
Wednesday, February 27: 7 a.m.–2 p.m.
Thursday, February 28: 7 a.m.–Noon

TIME:

Seminar hours are 8:30 a.m.– 4:30 p.m., with a lunch break from noon to 1 p.m. daily. (Lunch is not included in the registration fee.)

FEES:

The seminar registration fee covers course instruction and materials. Course materials will be distributed at the seminar.

CANCELLATION POLICY:

Full refunds will be granted through February 1, 2008. Refunds are available less a \$100 processing fee from February 2, 2008, through February 8, 2008. Requests for refunds must be received in writing at SPE Headquarters. No refunds will be granted after February 8. Substitutes may be sent in place of the registrant.

SPE reserves the right to cancel a seminar or substitute instructors. If SPE should cancel a seminar, the attendee will be contacted as soon as possible prior to the seminar. It is recommended that a refundable airline ticket be purchased. SPE is not responsible for penalty fees or any costs incurred by the attendee resulting from the cancellation of a seminar.