This message is being sent to all Tuition Exchange Liaison Officers:

The first spring, 2015 Tuition Exchange Workshop for new and current Tuition Exchange Liaison Officers (TELO) is slated for Monday, February 23, 2015 at The Hilton Garden Inn – Tampa, Florida. There is no cost for the workshop itself. You are responsible for your hotel and travel costs.

Please respond to me at jdodson@tuitionexchange.org with your reservation confirmation by **noon, Wednesday, January 14.** We need to secure sufficient interest to host this event.

We have space for 30 participants and will accept the first 30 reservations. This workshop is being held at The Hilton Garden Inn – Tampa airport. Please note, if you make a reservation to attend the workshop and then decide not to attend, you will be charged a $50.00 no show fee.

Register by responding via return email and please answer the following questions:

Your name and school affiliation \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. I plan to attend the February 23, 2015 TELO workshop
2. This is my first TE workshop

Basic meeting information

Meeting time is 8:30 until 2:30 on Monday, February 23, 2015.

At the Hilton Garden Inn, Tampa airport.

5312 Avion Park Drive, Tampa, FL 33607

813.289.2700.

Meeting materials, continental breakfast and lunch will be provided.

A small block of rooms at the Hilton Garden Inn 813.289.2700 will be available. Once you confirm you will be attending, I will be sure to provide you the rest of the story. It appears that our room rate will be 179.00 per night plus tax. If you are a Hilton Honors member, there may be a better option on line at [www.hilton.com](http://www.hilton.com)

The hotel offers a free shuttle to and from the airport. For those driving there is free onsite self park.

This workshop is designed for you to network with other TELO’s, to help you design and improve your TE program, and to encourage open dialogue about Tuition Exchange issues and idea sharing. Janet Dodson will serve as the presenter. I look forward to seeing you February 23.

In case this option doesn’t work for you, we will sponsor one more option later this spring – most likely in the Dallas, TX area. Be watching your email. ☺

If you have any questions, please contact me directly at jdodson@tuitionexchange.org or at 402.418.1081.