**2014 ERCOT Operations Training Seminar ANNOUNCEMENT**

December 2, 2013

**INTENDED AUDIENCE**

The 2014 ERCOT Operations Training Seminar is designed primarily for all TDSPs, TOPs, ERCOT Operators, QSEs and Generation Operators.

**COURSE DESCRIPTION**

The 2014 ERCOT Operations Training Seminar is a 16.0 hour training course focused on providing training and a forum for system-wide problems to effectively address and maintain consistency in operator training across all of ERCOT’s system operating entities.

Upon completion of each course of the Seminar, the participant’s will be able to understand the objectives and pass an exam.

**Day Sessions Dry Run, 1, 2, 3, 4, 5 and 6   Time**

Monday      1:00 p.m. – 5:00 p.m.

Tuesday        8:00 a.m. – 5:00 p.m.

Wednesday 8:00 a.m. – 12:00 p.m.

**COURSE SCHEDULE**

**Session               Training Date**

Dry Run\*    January 27 – 29, 2014

Session 1      March 24 – 26, 2014

Session 2       March 31 – April 2, 2014

Session 3      April 7 – 9, 2014

Session 4       April 14 – 16, 2014

Session 5      April 21 – 23, 2014

Session 6      April 28 – 30, 2014

\*Dry Run session should be attended by presenters, managers, and designated required representatives, exclusively. You are required to register in advance for the Dry Run session **via LMS at** [**https://www.ercottraining.com/lms/default.asp**](https://www.ercottraining.com/lms/default.asp)**.** You must also complete **the attached registration form along with your payment** and submit to: Diana Sanchez (diana.sanchez@ercot.com) or interoffice mail. ***Registration fee is not required for presenters that also attend*.**

**REGISTRATION INFORMATION**

Registration for the 2014 ERCOT Operations Training Seminar **opens on December 2, 2013**. Register by using the ERCOT Learning Management System (LMS) [**https://www.ercottraining.com/lms/default.asp**](https://www.ercottraining.com/lms/default.asp)and the attached registration form. Please review the registration instructions below.

Registration will be from December 2, 2013 – January 31, 2014. Late registration will be February 1 - 15, 2014.

* Cost of Registration December 2 – January 31, 2014 - **$325.00 due by 02/15/2013**
* Cost of Late Registration February 1 - 15, 2014 - **$350.00 due by 02/28/2014**

**\*\*\*Cancellation of registration will not be refunded\*\*\***

Registration will not be complete and honored if payment is not received in full by the respective payment deadlines. Electric Reliability Council of Texas does **not** accept credit cards.

**HOW TO REGISTER**

Registrations will be accepted on a space-available basis. Accepted registrants will receive a confirmation email from Electric Reliability Council of Texas. Two (2) steps to register:

* **ERCOT Learning Management System (LMS)** [**https://www.ercottraining.com/lms/default.asp**](https://www.ercottraining.com/lms/default.asp) **–** LMS registration will open December 2, 2013.
* **Registration Form and Payment -** Complete and submit the attached **Registration Form along with your payment**. Payments must be made by personal or business check; ERCOT does not accept credit cards. The check must accompany the registration form(s). You must reference the attendee(s) name(s) on the check to receive credit. **Payment of the training registration fee is** **due by February 15, 2014; late registration fee is due by February 28, 2014. *Registration fee is not required for presenters that also attend*.**

 Make Check Payable to:                     **ERCOT**

**Electric Reliability Council of Texas**

 Mailing Address:                 **Attn: Diana Sanchez**

**2705 W Lake Drive**

 **Taylor, TX 76574**

**Registration Confirmation-** Await notices that attendee has a confirmed seat at the training. This requires receipt of registration form and payment to ERCOT – Electric Reliability Council of Texas. Unless you receive confirmation of registration from Electric Reliability Council of Texas (Diana Sanchez), you are not registered. Confirmation of registration will be emailed within (1) business week of receipt to the email address on the registration form. ***Attendees will not be able to change places with other attendees after the registration deadline. If you need to change attendees’ names you must contact Diana Sanchez.*** Should you have any questions about registration, please call Diana Sanchez at 512-248-4239

The training will be held at the Austin Marriott North at La Frontera – Round Rock, TX. They are located at 2600 La Frontera Blvd. Round Rock, TX 78681

**\*HOTEL INFO\***

The following are the overnight accommodations with ERCOT rates for your convenience. Please reference “ERCOT” rate for the fixed rate:

Austin Marriott North

2600 La Frontera Blvd.

Round Rock TX 78681

512-634-4611 Direct

512-634-4619 Fax

Standard King or Queen Suite - $129/night

***You are urged to make hotel reservations as soon as possible to ensure that you have accommodations.* ERCOT has arranged to reserve a block of fifty five rooms (55). Three weeks prior to each Seminar session all room nights which have not been reserved will be released back to the hotel. The room rate includes internet access from the room and breakfast buffet.** Each individual is also responsible for contacting the hotel to change or cancel their reservations should the need arise. ERCOT will not be held responsible for any hotel charges.

**CONTACT**

Diana Sanchez

diana.sanchez@ercot.com

512-248-4239

Electric Reliability Council of Texas, Inc.

*ERCOT is recognized by the North American Electric Reliability Corporation as a continuing education provider who adheres to NERC Continuing Education Program Criteria.*

