



U.S. Department
of Transportation

**Federal Aviation
Administration**

Aircraft Engineering
Division, AIR-100

AIR-140
P.O. Box 26460
Oklahoma City, OK 73125-0460

July 2, 2004

Dear Designee:

On behalf of the Aircraft Certification Service, the Transport Airplane Directorate, and the Seattle Aircraft Certification Office (ACO), we invite all Designated Engineering Representatives (DER) and Organizational Designee Staff Members to attend a presentation of the **DER Standardization Seminar**.

The seminar will be held at the:

<p>Double Tree Hotel Bellevue 300 112th Avenue, SE Bellevue, WA 98004 Phone: 425-455-1300 Reservations: 800-222-TREE (8733)</p>	<p>Seminar Dates: September 8-9, 2004 Time: Wednesday (8th) 8:00 a.m. – 4:30 p.m. Thursday (9th) 8:00 a.m. – 2:00 p.m.</p>
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Both days will be devoted to the **DER Standardization Seminar**. This seminar is required for all new DERs as of November 12, 1996. **If you have previously attended a DER Standardization Seminar, you do not need to attend this seminar.**

Attendees need to make their own overnight hotel arrangements. Thirteen (13) sleeping rooms are available at the Double Tree Hotel Bellevue at a special FAA DER seminar rate of \$136.00 plus tax, per night. **To make hotel reservations please call the hotel at (425) 455-1300 or 800-222-TREE no later than August 20, 2004. Parking is available for the seminar at the rate of \$11.00**

To enroll in this seminar, fill-out the enclosed Attendance Request Form and **e-mail it to nancy.e-ctr.gage@faa.gov**, or **FAX it to (405) 954-2209**, or **mail it to Nancy Gage, AIR-140, P.O. Box 26460, Oklahoma City, OK 73125-0460**, to arrive no later than **August 27, 2004**.

If you have any questions, please call me at (405) 954-7075.

Sincerely,

Chuck Becton
DER Seminar Manager

