Fees

The registration fees are as follows: $399 for Center Members, $699 for NWPCA/ISTA/MHI Members, and $799 for Non Members. Registration fee includes all course materials, CEU certificate, continental breakfasts, refreshment breaks, and lunch each day.

To register, complete and return the attached form with payment. Advance registration and payment is required to confirm your enrollment. Your registration form and fee should be returned no later than September 10, 2003. Registrations after this date should be confirmed with the Conference Registrar at (540) 231-5182 to verify space availability. Enrollment is limited to 20 participants and will be on a first come, first served basis.

Refund and Cancellation Policy
Requests for refunds will be honored when received seven calendar days prior to the program. However, another person may be substituted at any time for this program. A $25 administrative fee will be deducted for cancellations. In the unlikely event that this program is cancelled or postponed due to insufficient enrollments or unforeseen circumstances, the university will fully refund registration fees but cannot be held responsible for any other expenses, including cancellation or change charges assessed by airlines, hotels, travel agencies, or other organizations.

Location and Lodging
The program will be held at the Four Points by Sheraton, 900 Price’s Fork Road, in Blacksburg, Virginia. A block of lodging rooms is being held at the hotel. Participants are responsible for making their own reservations by calling (540) 552-7001 no later than September 9 to receive the special group rate of $75, plus tax. Please mention the name of this course to receive this rate.

For More Information

For additional information, please contact:
Marshall White
Virginia Tech
Center for Unit Load Design
1650 Ramble Road
Blacksburg, VA 24061
(540) 231-7134, email: unitload@vt.edu
Or visit our website at:
http://www.conted.vt.edu/unitload/

What Past Participants Said

“There is no better way to learn about the interaction between pallets, corrugated boxes, stretch wrap, and other packaging products. Without this information, we are not looking at the whole picture.”
Stan Schaefer, Schaefer Box and Pallet Co.

“The mix of industry representatives and information presented gave me a broader perspective of the pallet industry.”
Randy Jarrells
Packing Material Engineer
Volvo Logistics NA Inc.

“This was an excellent course with very valuable and applicable info. I can’t wait to use this program’s lessons.”
Susie Burleigh
IBM Worldwide Distribution Services

“The lessons learned during this course were invaluable! We now have a broader understanding of packaging such as corrugated boxes and plastic pails. We now understand the perspective of a material handling engineer.”
Paul Gutchess
Paul Bunyan Products

Virginia Tech does not discriminate against employees, students, or applicants on the basis of race, color, sex, sexual orientation, disability, age, veteran status, national origin, religion, or political affiliation. Anyone having questions concerning discrimination should contact the Equal Opportunity/Affirmative Action Office.

If you are a person with a disability and require any auxiliary aids, services, or other accommodations for this workshop, please discuss your accommodation needs with Donna Raines at (540) 231-5241 or TDD (800) 828-1120 by two weeks prior to the short course.
Who Should Attend
Packaging, pallet, and material handling equipment suppliers, as well as the users of these components. Attendees will learn proven methods to:
- Lower Unitization Costs
- Reduce product damage
- Identify opportunities in warehouse audits
- Increase material handling rates
- Understand the perspective of packaging engineers, pallet suppliers, and equipment designers.

Learn Unit Load Design: the systems-based optimization procedures that will improve customer service and increase your competitiveness.

Instructors
Marshall White, Director, Center for Unit Load Design
John Clarke, ITN–Grate Pallet
Ralph Rupert, Packaging Engineer, Center for Unit Load Design

Program

**Wednesday, September 24**
8:00–10:00 am
Introduction
Principles of Unit Load Design
Unit Load Material Handling Audit

10:00 am – 12:00 noon
Basics of Packaging Design
- Corrugated Boxes
- Drums, Pails
- Bags, IBC
- Load Stabilization

12:00 noon – 1:00 pm
Lunch

**Thursday, September 25**
8:00–9:00 am
Basics of Material Handling Systems
- Industrial Trucks
- Conveyors, Rack Systems, Automated Warehouses

9:00 am – 12:00 noon
Basics of Pallet Design
- Terminology
- Materials
- Recycled/Remanufactured Pallets
- Pallet Design System (PDS) Software
- Fasteners

12:00 noon – 1:00 pm
Lunch

1:00–5:00 pm
Tour of Center for Unit Load Design and Pallet Laboratory

**Friday, September 26**
8:00–12:00 noon
Interactions between Material Handling Equipment, Packaging, and Pallets

12:00 noon – 1:00 pm
Lunch

1:00–3:00 pm
Diagnosing and Solving Material Handling Problems

Program (continued)

Registration
Unit Load Design Short Course
September 24-26, 2003

Please print or type—complete a separate form for each participant or register online at:
www.conted.vt.edu/unitload/

Name ____________________________________________
Social Security # __________________________________
Position/Title ______________________________________
Employer __________________________________________
*Employer’s FID# _________________________________
Address ___________________________________________
City __________________ State __________ Zip __________
Office Phone __________________________ Fax __________
Email ____________________________________________
Signature __________________________________________

*FID# necessary to process a refund payable to any company, agency or government.

Fees: ☐ $399 for Center Members
      ☐ $699 for NWPCA/ISTA/MHI Members
      ☐ $799 for Non Members

Method of Payment:
☐ Check enclosed. Make check payable to:
  Treasurer, Virginia Tech CE
☐ MasterCard ☐ VISA ☐ AmEx
  Cardholder Name ________________________________
  Card No. _______________________________________
  Exp. Date _________________

Registration will be processed when payment is received.

Return by September 10 to (no staples, tape, or paper clips, please): Conference Registrar, 810 University City Blvd., Suite D, Mail Code 0272, Virginia Tech, Blacksburg, VA 24061
phone: (540) 231-5182 fax: (540) 231-3306 (for credit card registrations only)

FOR OFFICE USE ONLY
RECEIVED: __________________ AMNT: ___________
CHK#: __________________ DPST: ___________
DATE: __________________