

**The ARMA Chapters of the Mid-Atlantic Region  
present**

**CERTIFIED RECORDS MANAGER (CRM)  
EXAMINATION WORKSHOP**



**The Fifth Annual  
“East Coast”  
CRM Examination  
Workshop  
will be held**

**Thursday, June 10th, 2010**

**8:00 a.m. to 5:15 p.m.**

**at**

**Doubletree Hotel & Suites  
Pittsburgh City Center  
One Bigelow Square  
Pittsburgh, PA 15219**

**Register for the Workshop via e-mail to:  
[Tammy.Wheeler@ncemcs.com](mailto:Tammy.Wheeler@ncemcs.com)**

**Workshop Information and Transportation Directions  
are on the following pages**

## Location Information

### DRIVING DIRECTIONS:

**From the North:** From the Pennsylvania Turnpike, take exit 28 Rt. 19/I-79 South approximately 3 miles to I-279 South (Pittsburgh). Follow I-279 South for approximately 11 miles. Follow signs for Veterans Bridge I-579 South and then take Exit 8A. Follow signs for Sixth Avenue and Mellon Arena and then exit at Mellon Arena. At the first traffic light (Bigelow Blvd) continue straight to the first stop sign and make a right onto Centre Ave. If you want to park prior to check-in, make an immediate right into the garage from Centre Avenue. If you want to enter at the front of the hotel, follow Centre Avenue to the first traffic light and make a right, then another right onto Bigelow Blvd. Main entrance to the hotel is on your right.

**From the South via Route 51:** Follow Rt. 51 South to the Liberty Tunnel and make a right turn into the tunnel and continue straight across the Liberty Bridge. Take the Mellon Arena Exit and make a left U-turn at the first traffic light onto Centre Avenue. If you would like to park your vehicle before check-in, make a right turn into the first parking garage on Centre when you see a red PARK sign. If you would like to enter in front of the hotel or drop off guests, follow Centre Avenue to the 1st traffic light and make a right, then another right onto Bigelow Blvd. Main entrance to the hotel will be on your right hand side.

**Directions from East via the PA Turnpike or Monroeville, PA:** Take Exit 57 Pittsburgh from the PA Turnpike. Follow signs for downtown Pittsburgh and take I-376 West. Follow I-376 to the Grant St. Exit., a left hand exit, and follow Grant St. approximately 4 blocks and make a right turn onto 6th Avenue. Turn left at the first traffic light onto Bigelow Blvd. and the main entrance is on the right. If you would like to enter the hotel through the parking garage, make 2 right turns around the building and make a 3rd right turn into the parking garage.

**Doubletree Hotel & Suites Pittsburgh City Center**  
One Bigelow Square  
Pittsburgh, PA 15219  
Main number 1-412-281-5800  
FAX 1-412-642-2231

Contact **Tammy Wheeler** at (919) 875-3133 if you have questions.

## Registration Information

### Pre-registration is required.

Registration Deadline: May 28, 2010

Single Registration: \$125 before May 10, 2010.

Single Registration: \$150 after May 10, 2010.

Workshop registration includes continental breakfast, lunch, refreshment breaks, and Workshop handouts (one per person).

Complete form below or register via email:

[tammy.wheeler@ncemcs.com](mailto:tammy.wheeler@ncemcs.com)

Registration fees may be paid by check, or money order. Payment should be payable to ARMA Mid Atlantic Region in US Currency drawn on a US bank and mailed to:

**ARMA Mid-Atlantic Region:**  
c/o Tammy Wheeler  
NC Electric Membership Corp.  
Human Resources Dept.  
P.O. Box 27306  
Raleigh, NC 27611

Payment deadline: **May 28, 2010**

Cancellations must be received in writing no later than **May 28, 2010**. No refunds will be issued after this date.

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### Registration Form

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip : \_\_\_\_\_

Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

# WORKSHOP SCHEDULE OF EVENTS

## Track One – Basic (Parts I–V)

### Thursday, June 10

8:00—8:15 a.m.	Continental Breakfast
8:15—8:30 a.m.	Keynote
8:30—9:45 a.m.	Part I
9:45—10:00 a.m.	Break
10:00—11:15 a.m.	Part II
11:15—12:30 a.m.	Part III
12:30—1:15 p.m.	Lunch and Testimonials
1:15—2:30 p.m.	Part IV
2:30—2:45 p.m.	BREAK
2:45—4:00 p.m.	Part V
4:00—4:30 p.m.	Parts I-V Test Taking Techniques
4:30—5:00 p.m.	Study Resources
5:00—5:15 p.m.	Questions, Closing, Certificates, Course Evaluations