



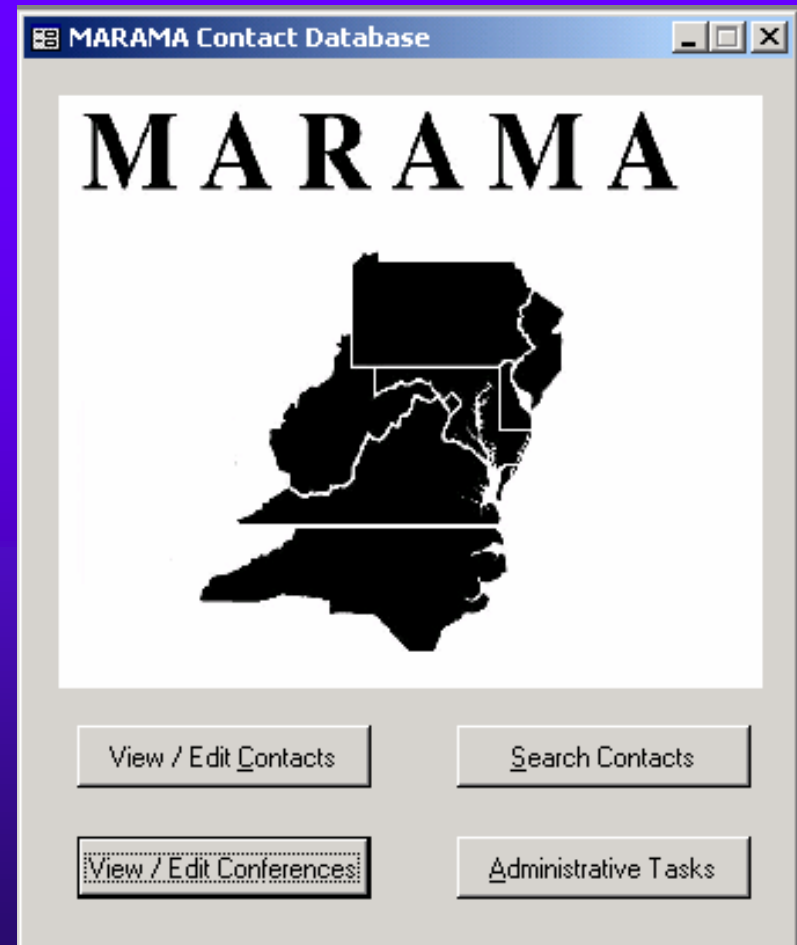
# MARAMA Registration System

Alice Lutrey

MARAMA Training Coordinator

# Contact Database

- ◆ All MARAMA contacts included
- ◆ Search capabilities
- ◆ Conferences and courses



# Contact Record



**Contacts** [ - ] [ □ ] [ × ]

**Title:** Ms. [ v ] **Name:** Alice R. [ Lutrey ] **Last Modified:** 3/23/04

**Organization:** MARAMA **Address:** 711 West 40th Street

**Agency:** Mid-Atlantic Regional Air Management Associa [ Suite 312 ]

**Position:** Training Coordinator **City:** Baltimore

**Phone:** (410) 467-0170 x [ ] **State:** MD

**Fax:** (410) 467-1737 **ZIP +4:** 21211-

**E-mail:** alutrey@marama.org **Comments:** [ ]

Appear in the MARAMA Annual Directory?

[ Conferences Attended ] [ Groups ] [ Areas of Expertise ]

**Conferences Attended:**

Conference Name	Starting Da
15th Annual Meeting and SIP Workshop	1/18/2005
Risk Assessment Workshop	11/16/200-
MARAMA/NESCAUM Monitoring Meeting 10-04	10/18/200-
Summer EB Meeting 9-04	9/14/2004
	2/18/2004

[ Remove selected conference ]

**Remaining Conferences:**


Conference Name	Starting Da
Continuous Monitor Training	3/22/2005
Rutgers Advanced NOx Training	3/7/2005
CALPUFF Training Course	2/23/2005
Dispersion Modeling Meeting	2/22/2005
	2/18/2005

[ Add selected conference ]

[ Delete Contact ] **Jump To (Last Name):** [ lutrey ]

Record: [ << ] [ < ] [ 1024 ] [ > ] [ >> ] [ \* ] of 1901

# Groups for Contact & Expertise



**Contacts** [ - ] [ ] [ X ]

Title: Ms. Name: Alice R. Lutrey Last Modified: 3/23/04

Organization: MARAMA Address: 711 West 40th Street  
Suite 312

Agency: Mid-Atlantic Regional Air Management Associa  
City: Baltimore

Position: Training Coordinator State: MD

Phone: (410) 467-0170 x [ ] ZIP +4: 21211-

Fax: (410) 467-1737

E-mail: alutrey@marama.org Comments:

Appear in the MARAMA Annual Directory?

Conferences Attended Groups Areas of Expertise

**Member of:**

- MARAMA Compliance / Enforcement Contacts
- MARAMA Permits Contacts
- MARAMA Toxics Contacts
- MARAMA Training Contacts

**Remaining Groups:**

- AWMA Section
- AWMA Staff
- Conference Planning
- Consultants
- EPA - OAQPS
- EPA - OTAQ
- EPA - Other
- EPA - Regions
- Federal Land Managers
- Hotel Contacts
- MANE-VU Technical Support Committee
- MANE-VU Technical Support Group Emissional

Delete Contact Jump To (Last Name): lutrey

Record: 1024 of 1901

# Adding to a course



**Contacts** [Close] [Maximize] [Minimize]

**Title:** Ms. [v] **Name:** Alice R. [ ] Lutrey [ ] **Last Modified:** 3/23/04

**Organization:** MARAMA **Address:** 711 West 40th Street  
Suite 312

**Agency:** Mid-Atlantic Regional Air Management Associa

**Position:** Training Coordinator

**Phone:** (410) 467-0170 x [ ]

**Fax:** (410) 467-1737

**E-mail:** alutrey@marama.org

Appear in the MARAMA Annual Directory

[Conferences Attended]

**Conferences Attended:**

Conference Name
15th Annual Meeting and SIP Workshop
Risk Assessment Workshop
MARAMA/NESCAUM Monitoring Meeting 10-
Summer EB Meeting 9-04
...

**Remaining Conferences:**

Conference Name
Continuous Monitor Training
Rutgers Advanced NOx Training
CALPUFF Training Course
Dispersion Modeling Meeting

**Conference Attended** [Close] [Maximize] [Minimize]

**Contact Name:** Alice R. Lutrey

**Conference:** CALPUFF Training Course

**Conference Dates:** 2/23/2005 to 2/25/2005

**Attended Conference On:**

2/23/05  2/24/05  2/25/05

**Stayed at Hotel?**  Yes  No

2/22/05  2/23/05  2/24/05

**Conference Fees:** Paid [v]

**Notes:** [ ]

[Update Record] [Cancel]

# Conference Screen

MARAMA Contact Database

# MARAMA

View / Edit Contacts

View / Edit Conferences

**Conferences**

Conference Name: Rutgers Advanced NOx Training

City: Roanoke State: VA

Hotel: Wyndham Airport Hotel ...

Starting Date: 3/7/2005 Ending Date: 3/8/2005

Is there a fee? No Type: [dropdown]

Extended Hotel Info... Delete Conference

Conference Reports

Record: 2 of 115

- Basic Information
- Extended Hotel Information
- Conference Reports

# Reports: Conferences

- ◆ Regular – Handouts for the attendees
- ◆ Conference Participation Table
  - Counts for course and hotel
  - Can be sorted by name and agency



The screenshot shows a window titled "Reports : Form" with standard Windows window controls (minimize, maximize, close). The window contains the following text and buttons:

Select the report you wish to view.

**Conference Participation List:**

- 
- 
- 

**Others:**

- 
-

# Regular

- ◆ Used as handouts
- ◆ Alphabetical order
- ◆ Can be exported into MS Word or Excel or printed directly from Access

*Rutgers Advanced NOx Training*  
*3/7/2005 to 3/8/2005*  
*Roanoke, VA*

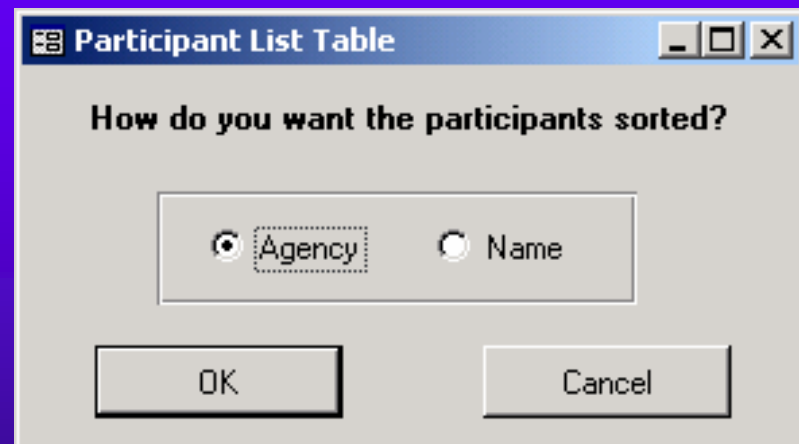
<u>Name / Position</u>	<u>Organization / Agency / Address</u>	<u>Phone / Fax / E-mail</u>
Frank Adams Compliance Engineer	Virginia DEQ West Central Office 3019 Peters Creek Road Roanoke, VA 24019-	(804) 698-4403 (804) 698-4510 fbadams@deq.virginia.gov
Ben Alexander Environmental Engineer	Delaware DNREC 715 Grantham Lane New Castle, DE 19720-	(302) 323-4542 (302) 323-4598 benjamin.alexander@state.de.us
Ellen Armstrong	Virginia	(804) 698-4170

*Rutgers Advanced NOx Training*  
*3/7/2005 to 3/8/2005*  
*Roanoke, VA*

<u>Name / Position</u>	<u>Organization / Agency / Address</u>	<u>Phone / Fax / E-mail</u>
Frank Adams Compliance Engineer	Virginia DEQ West Central Office 3019 Peters Creek Road Roanoke, VA 24019-	(804) 698-4403 (804) 698-4510 fbadams@deq.virginia.gov
Ben Alexander Environmental Engineer	Delaware DNREC 715 Grantham Lane NewCastle, DE 19720-	(302) 323-4542 (302) 323-4598 benjamin.alexander@state.de.us

# Participation List


- ◆ Sort option available:
  - Agency
  - Name





# MARAMA Calendar

## Where to Register



MARAMA | Calendar - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Print Mail News Chat

Address <http://marama.org/calendar/>

Google Search Web 503 blocked AutoFill Options

### MARAMA Mid-Atlantic Regional Air Management Association

[About MARAMA](#) **MARAMA Calendar of Events** [Related Links](#)

[Air Quality](#)

**Calendar**

[Reports](#)

[Regional Haze](#)

[Regional Technical Center](#)

[RFPs](#)

[Links](#)

\*Please note that MARAMA's funding and mission require that we limit attendance at MARAMA meetings and workshops to staff from air pollution control agencies only.

**Last Updated: February 22, 2005**

**Archives**

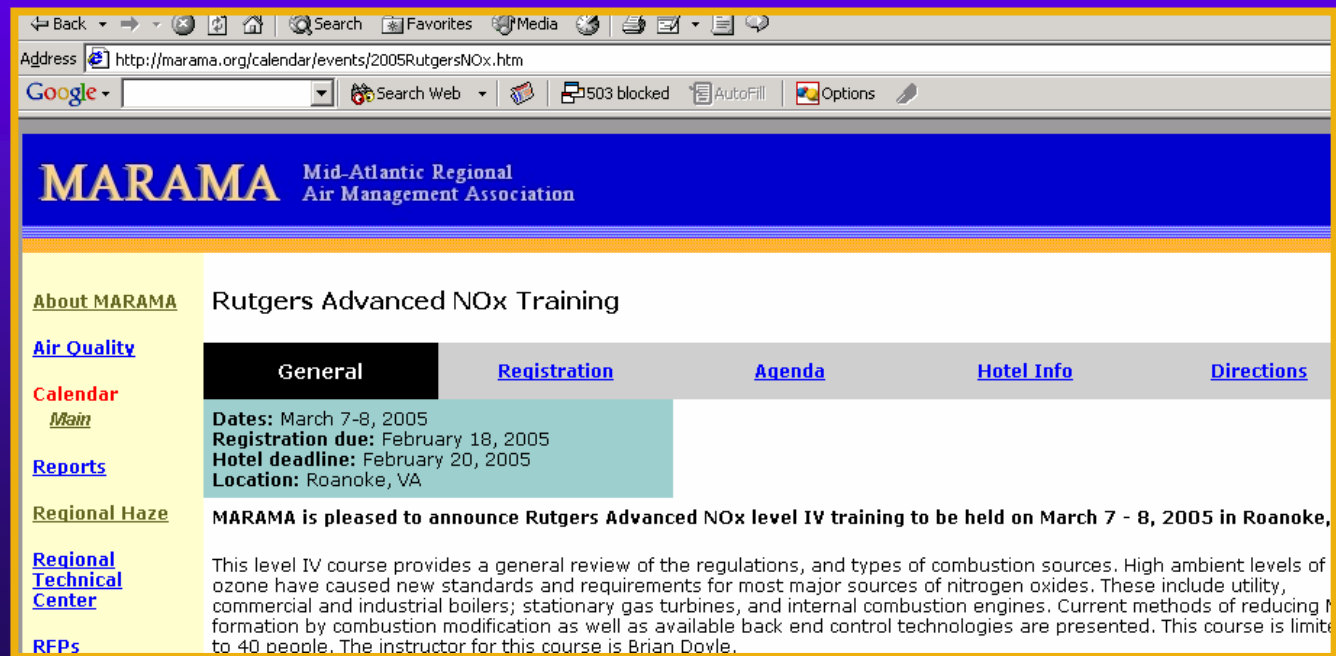
denotes MARAMA sponsored event.

Date	Event	Location
February 2005		
2/22	<a href="#">MARAMA Modeling Committee Mtg</a>	Philadelphia, PA
2/23-2/25	<a href="#">CALPUFF Training Course</a>	Philadelphia, PA
March 2005		

# Course WebPages

## ◆ Five Categories

- General
- Registration
- Agenda
- Hotel Lists
- Directions



The screenshot shows a web browser window with the address bar displaying <http://marama.org/calendar/events/2005RutgersNOx.htm>. The browser's address bar also shows search engines like Google and Search Web, along with icons for blocked content, auto-fill, and options.

The website header features the MARAMA logo (Mid-Atlantic Regional Air Management Association) on a blue background. Below the header, the page title is "Rutgers Advanced NOx Training".

The page content is organized into a table with a navigation bar and a main content area. The navigation bar includes links for "General", "Registration", "Agenda", "Hotel Info", and "Directions". The "General" link is currently selected.

The main content area displays the following information:

- Dates:** March 7-8, 2005
- Registration due:** February 18, 2005
- Hotel deadline:** February 20, 2005
- Location:** Roanoke, VA

Below this information, a paragraph states: "MARAMA is pleased to announce Rutgers Advanced NOx level IV training to be held on March 7 - 8, 2005 in Roanoke, VA." This is followed by a detailed description of the course, noting that it provides a general review of regulations and combustion sources, and is limited to 40 people. The instructor is identified as Brian Dowle.

The left sidebar of the website contains several menu items: "About MARAMA", "Air Quality", "Calendar" (with a sub-link for "Main"), "Reports", "Regional Haze", "Regional Technical Center", and "RFPs".

# On-line Registration

- ◆ Same information as required in the Contact Database

<a href="#">General</a>	<b>Registration</b>	<a href="#">Agenda</a>	<a href="#">H</a>
Prefix: <input type="text" value="Dr."/> Other: <input type="text"/>			
Name: <input type="text"/>			
Title: <input type="text"/>			
Agency (Please indicate which state, local or other agency): <input type="text"/>			
Address: <input type="text"/>			
City: <input type="text"/>			
State: <input type="text"/>			
Zip: <input type="text"/>			
Business phone: <input type="text"/>			
Fax: <input type="text"/>			
E-mail: <input type="text"/>			
Please check if you will be attending the course:			
<input type="checkbox"/> <b>March 7, 2005</b>			
<input type="checkbox"/> <b>March 8, 2005</b>			
<u>HOTEL INFORMATION:</u> A block of rooms has been reserved at the Wyndham Roanoke <u>MUST CALL THE HOTEL</u> directly at (540) 563-9300 to reserve your sleeping rooms. Th			

# Registering – Easy as 1..2..3

Prefix: Ms. Other:   
Name: Alice R. Lutrey  
Title: Training Coordinator  
Agency (Please indicate which state, local or other agency): MARAMA  
Address: W. 40th Street Suite 312  
City: Baltimore  
State: MD  
Zip: 21211  
Business phone: 410-467-0170  
Fax: 410-467-1737  
E-mail: alutrey@marama.org

Please check if you will be attending the training on:

March 7, 2005  
 March 8, 2005

**HOTEL INFORMATION:** A block of rooms MUST CALL THE HOTEL directly at (540) plus 12% tax. To get this rate, you need **Regional Air Management Association** be reserving a room with the hotel:  
 March 6, 2005  March 7, 2005  
*Remember, it is your responsibility to make*

**REIMBURSEMENT REQUEST:** MARAMA will cover the cost of hotel plus tax for up to 2 rooms per person. MARAMA will be responsible for all incidentals.

Please check here if you plan to be covered by MARAMA

**MEAL INFORMATION:**

A light continental breakfast, morning and afternoon refreshments will be provided. Lunch and dinner are not provided.

**REGISTRATION FEES:** There is no registration fee for this training.

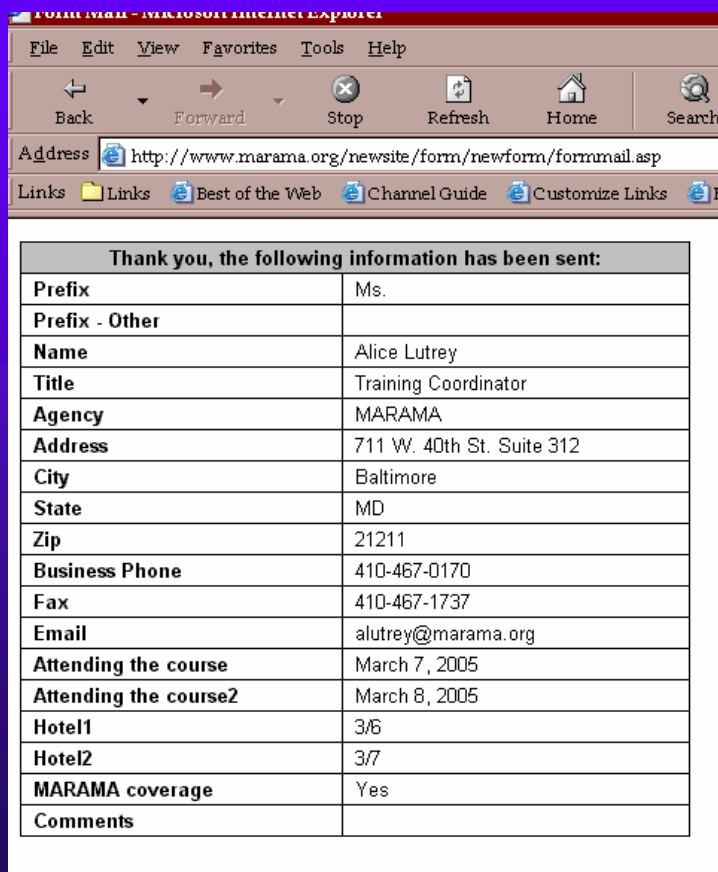
**Additional Comments:**

- ◆ Enter information
- ◆ Check dates attending
- ◆ Submit

YOUR REGISTRATION IS NOT CONFIRMED UNTIL YOU RECEIVE AN EMAIL FROM US .

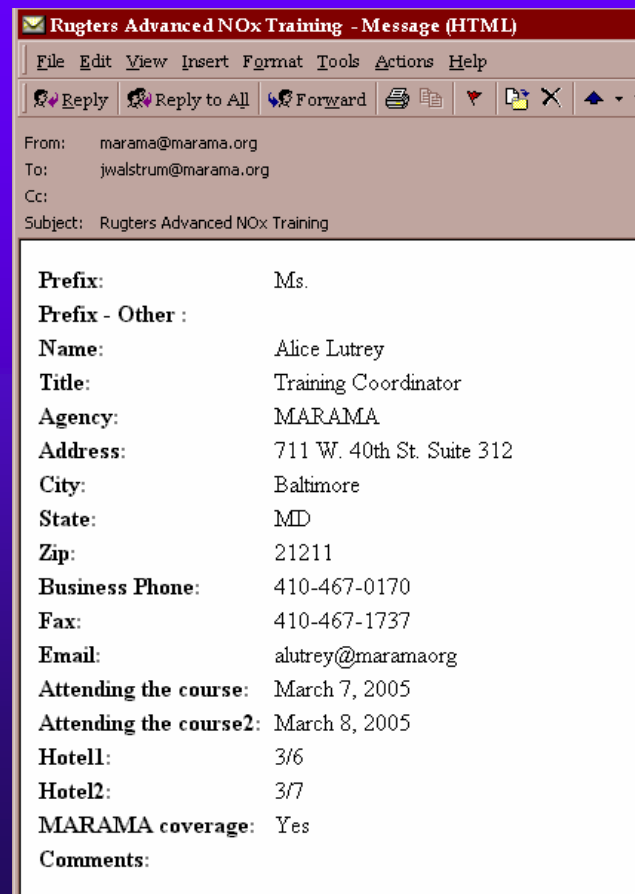
# What happens next...

- ◆ What the registrant sees...



Thank you, the following information has been sent:	
Prefix	Ms.
Prefix - Other	
Name	Alice Lutrey
Title	Training Coordinator
Agency	MARAMA
Address	711 W. 40th St. Suite 312
City	Baltimore
State	MD
Zip	21211
Business Phone	410-467-0170
Fax	410-467-1737
Email	alutrey@marama.org
Attending the course	March 7, 2005
Attending the course2	March 8, 2005
Hotel1	3/6
Hotel2	3/7
MARAMA coverage	Yes
Comments	

- ◆ What we receive...



**Prefix:** Ms.

**Prefix - Other :**

**Name:** Alice Lutrey

**Title:** Training Coordinator

**Agency:** MARAMA

**Address:** 711 W. 40th St. Suite 312

**City:** Baltimore

**State:** MD

**Zip:** 21211

**Business Phone:** 410-467-0170

**Fax:** 410-467-1737

**Email:** alutrey@maramaorg

**Attending the course:** March 7, 2005

**Attending the course2:** March 8, 2005

**Hotel1:** 3/6

**Hotel2:** 3/7

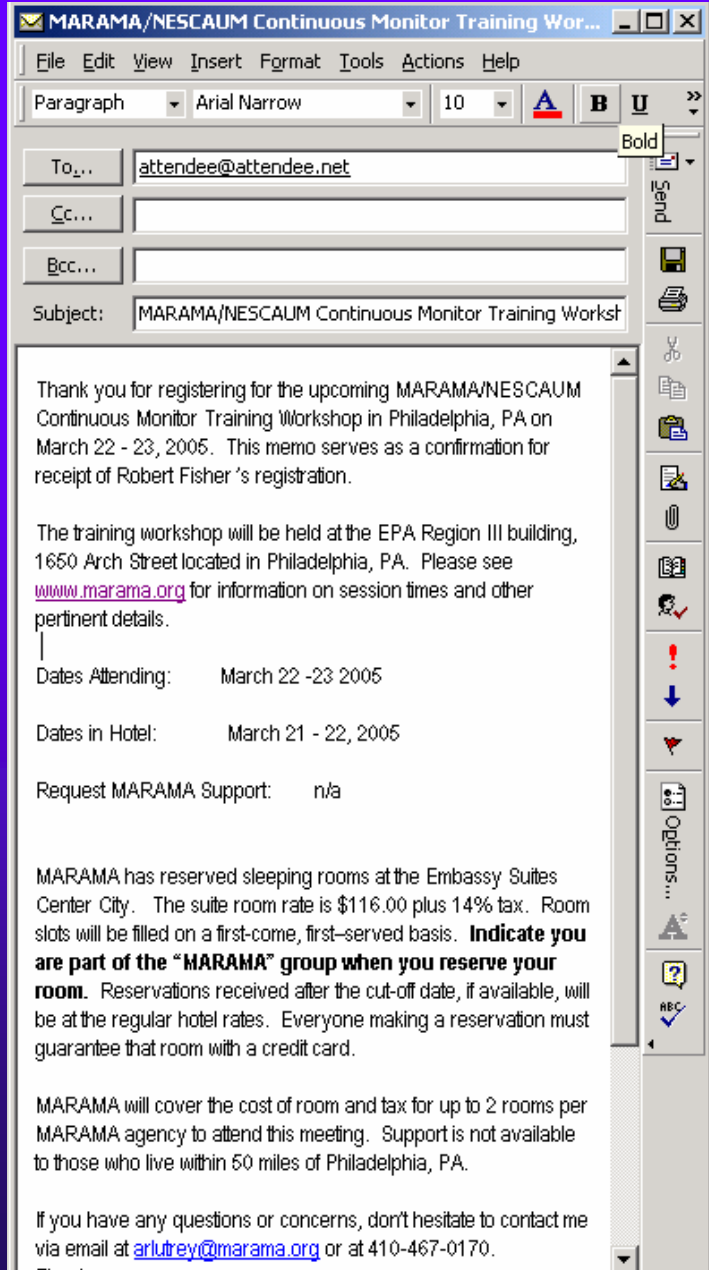
**MARAMA coverage:** Yes

**Comments:**



# Confirmation

- ◆ E-mail sent to registrants to confirm registration receipt
- ◆ Does not confirm acceptance into course
- ◆ Reminder to make hotel reservations



MARAMA/NESCAUM Continuous Monitor Training Wor...

File Edit View Insert Format Tools Actions Help

Paragraph Arial Narrow 10 Bold U

To: attendee@attendee.net

Cc:

Bcc:

Subject: MARAMA/NESCAUM Continuous Monitor Training Workst

Thank you for registering for the upcoming MARAMA/NESCAUM Continuous Monitor Training Workshop in Philadelphia, PA on March 22 - 23, 2005. This memo serves as a confirmation for receipt of Robert Fisher's registration.

The training workshop will be held at the EPA Region III building, 1650 Arch Street located in Philadelphia, PA. Please see [www.marama.org](http://www.marama.org) for information on session times and other pertinent details.

Dates Attending: March 22 -23 2005

Dates in Hotel: March 21 - 22, 2005

Request MARAMA Support: n/a

MARAMA has reserved sleeping rooms at the Embassy Suites Center City. The suite room rate is \$116.00 plus 14% tax. Room slots will be filled on a first-come, first-served basis. **Indicate you are part of the "MARAMA" group when you reserve your room.** Reservations received after the cut-off date, if available, will be at the regular hotel rates. Everyone making a reservation must guarantee that room with a credit card.

MARAMA will cover the cost of room and tax for up to 2 rooms per MARAMA agency to attend this meeting. Support is not available to those who live within 50 miles of Philadelphia, PA.

If you have any questions or concerns, don't hesitate to contact me via email at [arlutrey@marama.org](mailto:arlutrey@marama.org) or at 410-467-0170.



# Computer Glitches... Uh oh!

Please register on-line or mail/fax the [registration form](#). When registering online, once you fill out all the information below, please hit the submit button. You will be taken to a page where you can view what was sent to us. **YOUR REGISTRATION IS NOT CONFIRMED UNTIL YOU RECEIVE AN EMAIL FROM US .**

**DEADLINE: February 25, 2005**

- ◆ Occasionally, the computer doesn't want to cooperate with the server, therefore
  - PDF version of the registration
  - Download, complete and fax
- ◆ Still easy as 1..2..3



# Summary

- ◆ System is not perfect... but it works
- ◆ We are looking for ways to improve it