



# American Association of State Highway and Transportation Officials

## Geospatial Information Systems for Transportation Symposium

December 12, 2014

Dear Instructor:

Thank you for agreeing to participate as an instructor for a workshop at the 2014 Geospatial Information Systems for Transportation Symposium. This conference has been hosted for 26 years as a method of sharing information on GIS usage within transportation agencies. Our audiences are the State and Federal Departments of Transportation, Metropolitan Planning Organizations, Transit Agencies, Ports, Airports and the consultants that deal with them. We usually have some international visitors as well. Most of the staff that attend, are from the GIS, mapping or data collection sections. As I mentioned on the phone, the next Symposium will be held May 6-8, 2014 in Burlington, Vermont. The workshops will be held on Monday the 5th.

I have attached some notes to help you with your role as an instructor and a copy of the instructor agreement. If I have already agreed to more than one instructor for your workshop, all of you will need to sign an agreement. Please sign the agreement and return it to me. If there are other conditions or support that you need, discuss with me so that we can add it to the agreement.

As one of our instructors you have a registration to attend the lunch and any of the other workshops held on Sunday, hopefully when you are not teaching. Registration for the Symposium is a separate cost. I plan to check with you several times before next March to see how the workshop development is progressing. If you have any questions concerning the workshop or the Symposium contact:

**Workshops:**

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Sincerely,

Ben Williams  
Workshop Chairman