



Federal Aviation Administration

Memorandum

Date: **NOV 04 2011**

From: Isa Campbell, Acting Chief Learning Officer, AHD-1

To: Amy Corbett, New England Region – Regional Administrator, ANE-1

Subject: March 08 - 10, 2012 Women in Aviation International Conference

My staff has reviewed the agenda for the March 08–10, 2012 Women in Aviation International Conference at the Hilton Anatole in Dallas, Texas. The conference can be considered a training event since over half of the schedule consists of training activities. Course **FAA30200375 Rev 4 – FY 2012 Women in Aviation International** should be used for attendees to record up to 14 hours of training in eLMS.

For many employees, conferences can provide valuable opportunities for development. The appropriateness and feasibility of attending the conference must be decided on a case-by-case basis by the managers who can best make those determinations. Depending on the training needs of the prospective attendee, managers may approve attendance and provide travel funding as they would for any other training activity subject to operational demands, organizational priorities, and resource availability.

If there are any questions, please contact Michael Bergan, AHD at (202) 267-3442.

Sincerely,

A handwritten signature in black ink, appearing to read "Isa Campbell", written over a white background.

Isa Campbell