



TO: RUSKIN REP PRINCIPALS

FROM: Melissa Wilkins

DATE: February 11, 2013

SUBJECT: RUSKIN UNIVERSITY Basic Sales Training

RUSKIN UNIVERSITY will be in session in Kansas City on April 8-9, 2013. This basic sales training is for newer sales persons in your organization on products, procedures and industry updates. Below you will find a summary of the itinerary details and daily schedules.

Please review this in your next sales meeting and determine whom you would like to send. Space will be limited to **no more than 30 people** per session, so please get your reservations in as soon as possible. Ideal candidates for this training would be newer sales people within your organization.

- Who: Newer Sales People
- What: New and Updated Product Information
- Where: Kansas City - **RUSKIN** Home Office
- When: April 8-9, 2013
- How: Airfare/Car Rental/Incidentals - paid by Rep
- Hotel: InterContinental Hotel on [The Country Club Plaza](#)
 - Sunday and Monday night - paid for by **RUSKIN**
 - Hotel rooms include free internet

Note: Room rate on Friday and Saturday evening is \$134.00 (includes in-room internet) and would be the responsibility of the representative.

See outline on the attached agenda for topics of discussion

Fill out the attached registration form and email to Melissa Wilkins at mwilkins@ruskin.com or fax to 816-763-8102. Please send in your registration by Friday, March 15, 2013.
Get your request in early; there is a 30 person limit!



RUSKIN UNIVERSITY
Basic Sales Training Agenda
April 8 – 9, 2013

Monday

7:30	AM		Board bus for RUSKIN Worldwide Headquarters
8:00	-	8:30	Introduction
8:30	-	9:30	Louvers, Penthouses, Screens, Grilles, Sunshades
9:30	-	9:45	Break
9:45	-	10:45	Louvers, Penthouses, Screens, Grilles, Sunshades
10:45	-	11:00	Break
11:00	-	12:00	Commercial Control and Backdraft Dampers
12:00	PM	1:30	Lunch and Lab Tour
1:30	-	2:00	Order Entry, Customer Service, VIPnet & REPS
2:00	-	2:45	Air Doors and Concentric Diffusers
2:45	-	3:00	Break
3:00	-	4:45	Industrial/Heavy Duty Control Dampers
4:45	-	5:00	Wrap Up Day 1
5:00			Board bus for return to the hotel – Evening on your own

Tuesday

7:30	AM		Board bus for RUSKIN Worldwide Headquarters
8:00	-	9:15	UL Fire/Life Safety Dampers
9:15	-	9:30	Break
9:30	-	10:45	UL Fire/Life Safety Dampers
10:45	-	11:00	Break
11:00	-	12:00	Ruskin Energy Recovery Ventilators
12:00	PM	12:30	Lunch
12:30	-	2:30	Air Measuring Control and Zone Products
2:30	-	2:45	Wrap Up Day 2
2:45			Departure for Airport* or Evening on your own

* Please schedule your flight no earlier than 4:30pm on Tuesday. If you need to leave Kansas City before 4:30pm, please plan to rent a car. **RUSKIN** provides transportation from the hotel to **RUSKIN** each day and to the airport from **RUSKIN** on Tuesday.

Coffee, juice and snacks are provided throughout the training.



RUSKIN UNIVERSITY
Basic Sales Training
April 8 – 9, 2013
Kansas City, MO

Date: _____ (please print)

Name: _____

Rep Office: _____

Location: _____

Email Address: _____

I will need a hotel room checking in on _____
and checking out on _____.

_____ Non-Smoking Room

_____ Smoking Room

_____ No Preference

Single Room _____ Double Room _____

*My flight plans are as follows:

_____	Arrival Date & Time
_____	Airline & Flight #
_____	Departure Date & Time
_____	Airline & Flight #

_____ I will be driving and plan to reach Kansas City

_____ (Arrival Date & Time)

_____ I will be renting a car when I arrive in Kansas City.

Please return this information by email to Melissa Wilkins at mwilkins@ruskin.com or fax 816-763-8102 by Friday, March 15, 2013.

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