

Dear IRWA Member,

Please take a moment and familiarize yourself with the information below. This email provides:

- The dates and location of the World CLIMB and the 2019 Conference
- The Registration Fees for the World CLIMB and the 2019 Conference
- Explanation of what is to be submitted to attend the World CLIMB
- Who to send the completed form and Resume/CV to
- Confirmation from the PIPE of approved courses you will be able to instruct upon successful completion of the World CLIMB

The dates of the World CLIMB are:

- Wednesday June 5, 2019 – Arrival, Check-In to Host Hotel
- Thursday June 6, 2019 – Day 1 of World CLIMB
- Friday June 7, 2019 – Day 2 of World CLIMB

The International Conference begins on Sunday June 9, 2019. Saturday, June 8, 2019 is an “Open Day” for you to catch your breath from the CLIMB before the conference begins.

The registration fee for the World Climb is \$495.00 USD.

The registration fee for attending the conference has been reduced from \$575.00 USD to \$300.00 USD **only** for those of you that are attending the World CLIMB.

The host hotel where the World CLIMB and the conference is taking place is:

Hilton Duniway Downtown – conference date rates starting at \$169/nt USD
World CLIMB date rates starting at \$209/nt USD

Resume/CV and Course Pre-qualification Form:

Attached is a form for you to complete and return by the **March 15, 2019** deadline that will prequalify you for instruction of IRWA Courses after your successful completion of the World CLIMB that will be held at this year’s conference in Portland OR.

Step one: Please read the attached form for the courses and most importantly the Qualifications that you must demonstrate Subject Matter Expertise (SME) in your Resume/CV that you are to provide along with the completed form.

Step two: Revise your Resume/CV so that it provides the specific experience as well as projects you have worked on that qualifies you as an SME and that meets the qualifications for each course.

A supplemental page(s) can be added to your Resume/CV.

Step three: Complete the form by checking the boxes on the left of those courses you think you are qualified to instruct and then along with your Resume/CV, send to Amir Vafamanesh at Vafamanesh@irwaonline.org. We will be reviewing your submission to ensure that it is complete, and then forwarding it to the PIPE Committee who will review and approve the courses based on the information you provide. If the information is incomplete, we will return to you along with what information is missing.

Step four: After review, the PIPE will check the “Approved” boxes on the right of those courses you will be qualified to instruct after you complete the World CLIMB. Keep this document for your records as proof of approved courses you will be able to instruct.

Step five: Each person is to submit one Resume/CV and completed form. Please do not submit multiple individuals’ information in one email. Each person is tracked individually based on the email received. We cannot accept one email with multiple individuals’ information attached.

Once you have received confirmation from the PIPE of the courses you have been approved to instruct, you can register for the World CLIMB and the Conference. You can also book your airfare and hotel keeping in mind the **arrival date of Wednesday June 5, 2019 as the World CLIMB starts the morning of Thursday June 6, 2019. The Conference concludes on the following Wednesday June 12, 2019.**

Note: Submission Deadline is March 15, 2019.

If you have any additional questions, please feel free to reach out to your Field Operations point of contact: Tim Drennan at drennan@irwaonline.org or Jaime Rose Tieu at tieu@irwaonline.org.