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**UATP BULLETIN 2010-04  
23 February 2010**

**ACTION REQUIRED BY 02 APRIL 2010**

**SUBJECT: UATP TRAINING PROGRAM – UATP 101 RIO DE JANEIRO**

**TO: All Parties to the Universal Air Travel Plan**

UATP invites the employees of your Accounting/Credit/Finance office and staff new to working with UATP to attend a UATP 101 Training Class to be held in Rio de Janeiro on 27 April 2010. The class fee is USD 100. There is no charge for new UATP members that have joined the network within the last 12 months.

The one-day curriculum will include the following subjects:

- Introduction to UATP
- Acceptance Procedures including Online Acceptance
- UATP Billing and Settlements
- UATP Authorization System
- UATP Acquirer Network (ATCAN) and an ATCAN Online Demonstration
- ICH Electronic Interface
- UATP Settlement Service (USS)
- Adjustments, Chargebacks and Online Chargeback Program (OCS)
- UATP Compliance Program
- UATP Travel Protection Plans
- UATP Services – onDemand (Demonstration)

**The class will be held at:**  
JW Marriott Hotel Rio de Janeiro  
Avenida Atlantica,  
2600 Copacabana  
Rio de Janeiro  
2204-001 Brazil  
Phone +55-21-2545-6500  
Fax - +55 -21-713 - 44893

Website: <http://www.marriott.co.uk/hotels/travel/riomc-jw-marriott-hotel-rio-de-janeiro/>

**Universal Air Travel Plan**

1301 Pennsylvania Avenue, N.W., Washington, D.C. 20004, Telephone +1 (202) 626-4225  
Fax +1 (202) 626-4242, [uatp.com](http://uatp.com)

The 101 Training Class is being offered during the same week as Airline Distribution 2010 hosted by UATP and *Airline Business*. You are able to learn more about this conference and register for it at [www.flightglobalevents.com/distribution10](http://www.flightglobalevents.com/distribution10).

You may register for the class by completing an online registration form at <https://uatp.com/info/101training/reg/101trainingform.html> or alternatively, you may fill out the attached registration form with arrival and departure date and complete contact detail (including email). Please return the hardcopy registration form to Lynn Sennett, at UATP Fax number +1 (202) 626-4242.

For those who need accommodations, rooms have been blocked at the JW Hotel Rio de Janeiro at a GROUP rate for a Deluxe Room, USD195 + tax. Please contact Karin Fitton at the Event Workshop to reserve your accommodation, quoting "Airline Distribution 2010– Rio de Janeiro".

Tel: +55 (0) 118 983 6999

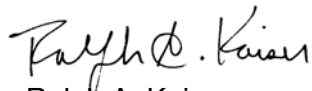
Fax: +55 (0) 118 983 6888

Email: [beds@theeventworkshop.co.uk](mailto:beds@theeventworkshop.co.uk)

Attendee's are responsible for payment of their hotel rooms, tax and incidental charges upon checkout.

Those who attend UATP 101 Rio de Janeiro will receive handouts, a workbook, lunch, certificate of attendance and are invited to attend the Welcome Reception for Airline Distribution 2010 that begins that evening at 18.30. The class will begin on 27 April at 09.00 and finish at approximately 14.30 local time with a half hour break for lunch.

Please take advantage of this opportunity and attend UATP training. If there are individuals who are unable to attend this class, the next 101 Training Class is scheduled for the second quarter June 17, 2010 in San Francisco, CA. Registration information for this class will be provided at a later date.



Ralph A. Kaiser

President, CEO and Chairman

Attachment

UATP TRAINING CLASS—UATP 101 RIO DE JANEIRO  
ENROLLMENT FORM

*Fax Today*

Please enroll the following in the 27 April 2010, UATP 101 Training Class — Rio de Janeiro to be held at JW Marriott Hotel, Avenida Atlantica, 2600 Copacabana, Rio de Janeiro 2204-001 Brazil. Telephone: +55-21-2545-6500

Carrier Name \_\_\_\_\_

Carrier 3 Digit Numeric Code \_\_\_\_\_

Area Name of Attendee	of Responsibility	Telephone Number Numb	Fax er	E-Mail Address
_____	_____	_____	_____	_____
Arrival Date _____	Departure Date _____			
_____	_____	_____	_____	_____
Arrival Date _____	Departure Date _____			
_____	_____	_____	_____	_____

Submitted by	Title	Telephone Number Numb	Fax er	E-Mail Address
_____	_____	_____	_____	_____

**Universal Air Travel Plan, Inc.**  
c/o Training Department  
1301 Pennsylvania Avenue, NW  
Washington, DC 20004 USA  
Phone: +1 (202) 626-4048  
Fax: +1 (202) 626-4242



**Return no later than  
2 April 2010**

- No hotel required
- Attending 101 & Airline Distribution 2010
- Payment made via Clearing HouseP

**Note: For questions on the 101 class, please contact  
Lynn Sennett at [lsennett@uatp.com](mailto:lsennett@uatp.com) or call +1 (202) 626-4048**