

WELCOME TO THE 74th ANNUAL SHORT COURSE

We are delighted to have your participation in the 74th Annual Short Course. **You are in for a great week!**

Short Course is an unparalleled opportunity to learn and benefit from the expertise of hospitality figures of international reputation in every discipline of hotel management. It is also an opportunity to create a new network of both industry experts and fellow hospitality professionals that you can call on in the future as your career develops in this exciting industry. In order to make the most of your time at Short Course, please note the following recommendations:

1. **ASK QUESTIONS OF OUR SPEAKERS.** They welcome your input and are happy to clarify subject matter.
2. **DO NOT OVERLY STRESS ABOUT THE FINAL EXAM.** Students who are attentive and participate in classes will have all the information necessary to be successful on the final exam.
3. **REMEMBER THE TAKEAWAY.** Our attendees return to their hotels excited and rejuvenated about their careers, their ability to succeed in our industry, and to implement new strategies for success at their properties.

REMINDERS

1. **BE ON TIME TO ALL SESSIONS.** Rumor has it that THLA staff imposes unique penalties to those who are late for class.
2. **IF YOU MUST MISS A SESSION FOR ANY REASON, PLEASE CALL JESSICA ON HER CELL PHONE AT 512.466.3768 OR BRIAN AT 512.576.2100.** This allows us to know if the absence is due to an emergency, illness, or other reason.

CODE OF CONDUCT FOR SHORT COURSE ATTENDEES

1. **BEHAVIOR AFTER HOURS AT SHORT COURSE EVENTS.** We have certain events (a night out at an area attraction and the graduation dinner) where alcohol is often available. Your employers often consider these events work-related functions and expect professional conduct that is not impaired by drinking. Here are three expectations of you while attending Short Course events:
 - 1) If you drink, drink with moderation. Two or fewer drinks per evening are suggested.
 - 2) Please monitor your actions closely when consuming alcohol and watch out for others as well.
 - 3) Most importantly, remember that taxis back to the hotel or around town are a much better option than being stopped by law enforcement.
2. **BEHAVIOR AFTER HOURS DURING "FREE TIME" AT SHORT COURSE.** We have certain evenings during the week that are considered free time. When making plans for free time, please be inclusive with your colleagues and other attendees you have just met to avoid anyone feeling left out. This is an important part of leadership and hospitality. Even on free nights, your employer may still consider this time a work-related function and your conduct should not be impaired by drinking. Again, please follow the three expectation rules noted earlier.

LEARN, NETWORK, ENJOY, AND MAKE YOUR INDUSTRY PROUD!!!