

MBAA TWO WEEK COURSES – DISTRICT REGISTRATION PROCESS

Lottery Drawing

Discounted registration rate for districts won through a lottery drawing.

- Entry
 - Districts must apply to enter the lottery drawing for the discounted registration rate.
 - Districts must apply for the lottery by **December 31** of the preceding course year.
- Winners
 - Three lottery winners are awarded for each course.
 - Upon winning the lottery, the district agrees to fund 75% of the course registration fee for their chosen recipient.

Seat Requests

Districts can request a number of seats to be reserved for a course at the full registration rate.

- Requesting Seats
 - A notification will go out to districts roughly 12 months prior to the start of a course asking for their needed amount of saved seats.
 - Districts will have about two months (deadline will be indicated) to respond with their requested number of saved seats.
- Confirmation and Payment
 - Four months prior to the start of a course, the names of the individuals taking the saved seats and payment for their registration must be provided to MBAA.
 - If names and payment are not received, the district will forfeit their saved seats and they will become available for purchase.

2016 Seat Request Schedule

Packaging & Engineering Courses

- September 1, 2015 – Notification for seat requests sent to districts
- October 31, 2015 – Seat requests due to MBAA Headquarters
- December 24, 2015 – (Packaging Course) Names and registration fees due to MBAA Headquarters
- May 2016 – (Engineering Course) Names and registration fees due to MBAA Headquarters

Brew/Malt Course

- November 1, 2015 – Notification for seat requests sent to districts
- December 31, 2015 – Seat requests due to MBAA Headquarters
- June 23, 2016 – Names and registration fees due to MBAA Headquarters