



AMERICAN CANINE EDUCATION FOUNDATION, INC.
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Nina Marie Sherrer, *Director of Education*, PO Box 7476, Loveland, CO 80537
(970) 461-7767 email: nina@k9education.org

December 29, 2009

Subject: **Schedule for the AMERICAN CANINE EDUCATION FOUNDATION (ACEF)
Graduate Course on the TOY Group
Wednesday, February 3rd through Sunday February 7th, 2010
Wildwood Convention Center, Wildwood, NJ**

Dear Breed Presenter:

This will confirm our recent correspondence and/or conversation concerning your scheduling. We would like you to confirm the details of the audio/visual and scheduled times. We appreciate your cooperation with the ACEF's endeavor to educate our judges and aspiring judges with your breed. Our sincere thanks and appreciation to each of you personally for your considerable donation of both your time and finances. This important fact is pointed out to all our attendees during the Graduate Course.

The American Canine Education Foundation was founded in 1984 and is the grandfather of judges' education having put on the first weeklong Judges Institute in the country. The IRS recognizes us as a tax-exempt 501(c) (3) educational association. We want you to know as well that, like yourselves, none of our officers, Board members or our administrative assistants here with us receive any remuneration for their services in connection with the ACEF, and like you, some of our associates pay their own travel expenses.

Included with this letter is a **PRESENTER PARTICIPATION FORM**, which we will need **filled out, signed, and returned** to make the necessary arrangements for your audio/visual requirements, etc. Because of your dedication to your breed, your donation of both your time and finances, we would like to extend an invitation to you to be our guest to attend **any** of the breed presentations and lunches at this Graduate Institute. We only ask, if you plan to attend other breeds or lunch, that you **fill out and return** the **PRESENTER ATTENDANCE FORM**. (This helps us with the "count" for estimated handouts and catering.)

We are well aware that all of you lead very busy lives, but hope that you can appreciate it is no small task coordinating with 21 of you. We also have to coordinate with a large number of attendees, the hotel, the Convention Center, the Atlantic Ocean Classic cluster, and of course, MB-F Dog Shows. The Show Superintendent goes out of their way in scheduling the breeds during the shows in order to assure they are not in conflict with our breed presentations.

Please return the enclosed forms at your earliest possible convenience, but no later than Wednesday, January 5, 2010. We have enclosed a **BREED TIME SCHEDULE** for the breed presentations. Be sure to check **YOUR** time and day on the schedule, and please **write it on the enclosed PRESENTER PARTICIPATION FORM**. Why not do it right now while it is fresh on your mind? Also, be sure you **SPELL OUT** the **ENTIRE NAME** of your breed (please, no initials). This information will be included in our class book as well as being furnished to the show superintendent. Please print **your** information clearly. We will use this to make your nametag and this information will be included in the student book. Be sure to indicate your phone number to be used in the student book.

For planning purposes regarding breed handouts, it's better to have too many handouts than not enough. Please plan on having **25-30 handouts**. You can always take extra copies back with you. If there is a large variance, we will advise you no later than Wednesday, January 20, 2010.

BREED PRESENTERS: Please *furnish us a biography and a head photo* (it is always nice to put a name to a face) for inclusion in our class book. It is very important to make sure we have your bio and photo by **Wednesday, January 5, 2010**. We will be going to press shortly after that. Email is OK and preferred for this. Please use a word doc for your bio and either a jpeg or tiff for your photo. We will crop your photo if necessary, just make sure we know who you are if it's a group photo! Send this to: nina@k9education.org; Subject: ACEF Toy Institute **YOUR BREED**.

Enclosed/attached you will also find an **INFORMATION SHEET**. If you have any questions, and need an answer quickly, please give us a call.

We're both looking forward to seeing you in February.

Sincerely,

Wally Pedé

Chief Executive Officer

Nina Marie Sherrer

Director of Education

Enclosures: **Presenter Information Sheet, Breed Time Schedule, Presenter Participation Form** (please return), **Presenter Attendance Form** (please return)

IMPORTANT:

Information DEADLINE is January 5, 2010

Please return the: Presenter Participation Form, Presenter Attendance Form, Your short BIO, and a photo.

Please let us know if you will be charging a fee and the amount for any handouts. Let us know if there will be mentoring at ringside for your breed. Please also include your web page address if you have one.

If you haven't done so, make your reservations at the host hotel. Days Inn Suites; 609-522-0331, ask for the *American Canine Education Foundation Block*.

Send a **COPY** of your presentation (if on a CD) so that it may be checked on our audiovisual equipment to: **Nina Sherrer, ACEF Toy Group, PO Box 7476. Loveland. CO 80537**

Please check our web site www.k9education.org for Presenter FAQ (Frequently Asked Questions), driving directions, maps, and helpful information.



PRESENTER INFORMATION SHEET

THE AMERICAN CANINE EDUCATION FOUNDATION GRADUATE COURSE ON TOY BREEDS

PLACE: Wildwood Convention Center, 4501 Boardwalk, Wildwood, NJ, 08260 (site of the Atlantic Ocean Classic Cluster of Dog Shows). Presentations will be held in a meeting room in the The Convention Center, which is across the street from the host hotel. Signs Posted.

DATE: Wednesday, February 3rd through Sunday, February 7th, 2010. (**IMPORTANT:** Check your particular date and time, write it on the Parent Club Participation Form and return the Form.)

HOTEL: Host Hotel is **DAYS INN SUITES**, 4610 Ocean Avenue, Wildwood, NJ 08260, 609-522-0331. Call the hotel directly for reservations and ask for the *American Canine Education Foundation Block*. Room rates are \$84 per night (min. 3 night stay). Dogs are allowed at this hotel \$12.50/night. The hotel is across the street from the Convention Center. **Nearest airport is ATLANTIC City Intl Airport (ACY), however PHILADELPHIA Intl Airport (PHL) often has better fares. Contact Chris Abraham concerning transportation: obailee@aol.com**

PRESENTATIONS: Individual breeds will be scheduled in time frames starting at 8:00 a.m. each day (See the enclosed schedule). Following AKC's new criteria, presenters are now required to conduct a ninety (90) minute verbal presentation for an attendee/student to receive one (1) component credit. The ninety (90) minute presentation must have the singular purpose of presenting information essential to judge that breed and must include:

- History
- Form and function of the breed
- An in-depth consideration of the Standard
- A question and answer period
- One or two live dogs for illustration (at the front of the room during your presentation)

NOTE: This ACEF TOY Group Institute *WILL NOT HAVE* a hands-on learning "workshop".

BREED HANDOUTS: For planning purposes regarding breed handouts, it's better to have too many handouts than not enough. Please plan on having 25-30 handouts. You can always take extra copies back with you. If there is a large variance, we will contact you. Please let us know if you will be charging a fee and the amount so that if possible we may include this in the student book.

Many of the Parent Clubs have spent an enormous amount of time, effort, and money in putting together a handout that explains and stress the points and characteristics of their breed. We applaud this effort and are truly appreciative of all the work done. In the past years, some of the students have also asked for various lists to help them further their study on an individual breed. You might want to include these if you have not already done so:

Parent Club Contacts, especially the *Judges Education Coordinator*
National, Regional & Local Specialties
Local Clubs and their contacts
Approved Mentors
Breed Books and other Reference materials
Parent Club Web Site

Please check our web site www.k9education.org for Presenter FAQ, and helpful information.



PRESENTER PARTICIPATION FORM

RETURN this form by 1/5/2010

THE AMERICAN CANINE EDUCATION FOUNDATION
GRADUATE COURSE ON TOY BREEDS, Wildwood, NJ
Wednesday, February 3rd through Sunday, February 7th, 2010

BREED: _____
(Please spell out entire breed name.)

Presenter's Last Name: _____ *First Name:* _____

Address: _____

Day Phone: _____ Evening Phone _____

Fax: _____ Cell: _____

Phone number for the student book: _____

Email: _____ Your Web Address: _____

YOUR BREED IS SCHEDULED: Day _____ Date _____ Time _____

I agree to present my breed as listed above.

Presenter Signature

Date

A PODIUM, MIKE, LASER POINTER AND SCREEN WILL BE FURNISHED EACH DAY.

IMPORTANT: Please indicate additional audio/visual equipment you will need for your presentation:

_____ Laptop computer _____ LCD Projector for video & computer imaging (ex. PowerPoint presentations, etc.)

_____ 35mm Slide Projector _____ Empty 35mm tray _____ VCR

Other _____

The Main *BREED PRESENTER* may attend any of the other breed presentations on any of the days at no charge. For planning purposes, please check those breeds you wish to attend on the **PRESENTER ATTENDANCE FORM**. Please also indicate if you or an approved Club member will be available for mentoring at ringside.

NOTE: *If the PRESENTER ATTENDANCE FORM is not filled out, we will assume you will NOT be attending any of the other presentations, you will NOT be attending lunch as our guest, and mentoring will NOT be available.*

PRESENTERS please return this form ASAP no later than Jan 5, 2010 to:

ACEF c/o Nina Sherrer, PO Box 7476, Loveland, CO 80537

You may US Postal mail, Email or FAX 970-461-7767 (call first) the forms back to Nina.

Any questions, contact: Nina Sherrer (970) 461-7767 email nina@k9education.org , OR Wally Pedé at (703) 451-5656

Please check our web site www.k9education.org for Presenter FAQ, and helpful information.



PRESENTER ATTENDANCE FORM

RETURN this form by 1/5/2010

THE AMERICAN CANINE EDUCATION FOUNDATION
 GRADUATE COURSE ON TOY BREEDS, Wildwood, NJ
 Wednesday, February 3rd through Sunday, February 7th, 2010

Day-Date	Time	Breed	Will Attend
WEDNESDAY – 2/3/10 (No lunch on Wednesday)	12:30pm – 1:15pm	Check In - Registration	
	1:15pm – 1:30pm	Opening Remarks	
	1:30pm – 3:00pm	POMERANIAN	
	3:10pm – 4:40pm	BRUSSEL GRIFFON	
	4:50pm – 6:05pm	POODLE	
THURSDAY – 2/4/10	8:00am - 9:30am	ITALIAN GREYHOUND *	
	9:40am - 11:10am	TOY FOX TERRIER *	
	11:25am -12:55pm	CAVALIER KC SPANIEL	
	1:35pm - 3:05pm	HAVANESE	
	3:15pm - 4:45pm	MALTESE	
FRIDAY – 2/5/10	8:00am - 9:30am	PEKINGESE *	
	9:40am - 11:10am	AFFENPINSCHER *	
	11:25am -12:55pm	YORKSHIRE TERRIER	
	1:35pm - 3:05pm	JAPANESE CHIN *	
	3:15pm - 4:45pm	MANCHESTER TERRIER	
SATURDAY – 2/6/10	8:00am - 9:30am	CHIHUAHUA	
	9:40am - 11:10am	SHIH TZU	
	11:25am -12:55pm	CHINESE CRESTED	
	1:35pm - 3:05pm	PUG	
SUNDAY – 2/7/10 (No lunch on Sunday)	3:15pm - 4:45pm	MINIATURE PINSCHER	
	8:00am - 9:30am	ENGLISH TOY SPANIEL *	
	9:40am - 11:10am	PAPILLION	
	11:25am -12:55pm	SILKY TERRIER	

Staying for Lunch Thursday?
 YES NO

Staying for Lunch Friday?
 YES NO

Staying for Lunch Saturday?
 YES NO

Please check all breeds that **you think** you will be attending.

 Also circle whether you plan on staying for lunch each day.

The main breed presenter is invited to enjoy lunch as our guest on the days we have lunch. Please let us know if you plan to stay for lunch on any of these days.

* Still being confirmed. Subject to change

Your BREED: _____

Last Name: _____ First Name: _____

Day Phone: _____ Evening Phone _____

IMPORTANT: Will there be a FEE for your materials? ____ If yes, how much? \$ ____
 Will MENTORING be available at ringside for your breed? ____
 Indicate above if you will be staying for lunch.

Additional Information for us? _____

SEND TO: Nina Sherrer, ACEF Director of Education, PO Box 7476, Loveland, CO 80537, 970-461-7767

Email: nina@k9education.org Fax: 970-461-7767 (call first, not a dedicated fax line.)

Please check our web site www.k9education.org for Presenter FAQ, and helpful information.