

## Muhammad Ishak

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**From:** Tonya Perez <Perez\_Tonya\_L@cat.com>  
**Sent:** 21 January 2023 02:59  
**To:** Adam Seccafien; Noor Wahyudi; Muhammad Ishak; Walid Edaros  
**Cc:** Victoria Ayiku; Jack Crum; Rebecca Pilkington; Bassem Emil  
**Subject:** Confirmation Letter: Undercarriage Repair Process Service Training - 31917  
**Attachments:** Building LC - Entrance Map.pdf

**Importance:** High

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good Afternoon,

This communication is to confirm your enrollment in the following Global Dealer Learning course:

<b>Course Enrollment Confirmation</b>	
<b>Class</b>	<b>Undercarriage Repair Process Service Training - 31917</b>
<b>Start Date</b>	<b>2/21/2023</b>
<b>End Date</b>	<b>2/23/2023</b>
<b>Class Times</b>	<b>Tuesday - Thursday: 8am – 4pm</b>
<b>Class Location</b>	<b>Caterpillar Inc. - Building LC</b>
	<b>501 SW Jefferson Ave.</b>
	<b>Peoria, IL 61630 US</b>
<b>Room Location</b>	<b>G210</b>
<b>Instructor</b>	<b>Jack Crum</b>
<b>Phone</b>	<b>1-309-494-5783</b>

Please complete the forms by following the below links by **January 23rd, 2023.**

### **Sign-In Survey:**

This sign-in survey will provide the admin confirmation of your attendance in this training course, provide preferred spelling of name on certificate of completion, and communicate any dietary restrictions for lunches.

<https://forms.office.com/Pages/ResponsePage.aspx?id=v3exzjsBq0mKnEq84yr8Hosv2UYhcn1Og-hG3zbKOBJUQUZVUTBGVEdJQ1dXMVVOWldZMkg1UTZMWi4u>

### **MATERIAL STUDENT MUST BRING:**

1. Computer
2. Calculator
3. Safety glasses with prescription or side shields if needed (standard safety glasses are provided)
4. EH (electrical hazard) rated safety shoes

### **CLOTHING:**

It is required that the students wear natural fiber clothing or FR rated clothing to class (***cotton is an example of natural fiber***). Participants should wear casual attire. Every course requires participants to wear long pants/jeans. It is required that the student has shoes according to instructions above.

**Participants must not wear:**

- ✓ No athletic shoes
- ✓ No rings or hand jewelry
- ✓ NO SHORTS

**COVID Protocol**

Current requirements at our Peoria Learning Center are as follows:

1. Social distancing is recommended in the building
2. Any exposure to COVID, learner must wear a mask for 10 days while in the Peoria Learning Center. Must have a COVID test 5-7 days after last exposure with negative results and be symptom free before entering Peoria Learning Center.
3. If a US Learner has traveled internationally, they must have a negative COVID test 3-5 days after returning from travel and be symptom free before entering Peoria Learning Center. Must self-monitor for 10 days.
4. Must be symptom free. If any symptoms are detected during the training; the learner will be asked to leave. If the learner plans to attend the rest of the training, they will need a negative COVID test and will need to wear a mask, for the safety of other participants.

**Illinois COVID requirements for International Travelers:**

- Must have negative COVID testing in both departure and destination location
- Must be fully vaccinated to enter the US. (follow the US Government Guidelines on vaccination requirements)
- All the requirements listed above for the Peoria Learning Center will apply, as well

**\*Make sure you understand the COVID requirements to return after the training in the US. \***

**CANCELLATION:** If you need to cancel from the class, you need to do so by **01/23/23**. If cancellation is not made by this date, the entire enrollment fee will need to be paid.

**HOTEL RESERVATIONS:**

**\*If you stay in one of the hotels below, please fill out the following survey after your stay. Thank you!**

<https://forms.office.com/Pages/ResponsePage.aspx?id=v3exzjsBq0mKnEq84yr8Hosv2UYhcn1Og-hG3zbKOBJUM1E1WUI3STJOOTZNWjBQRktOVUICVDIEMS4u>

**East Peoria Residence Inn**

Located just across the river from the Caterpillar LC Training building (approx. 5 mins). This hotel just opened in June of 2021 and all their rooms are suites with fully functional kitchens. They offer a complimentary hot breakfast buffet daily and also have an indoor pool, fitness center, and half basketball court just outside the hotel. They do not have a hotel shuttle. They offer tiered rates based on the length of stay and below are the rates for Caterpillar:

Tier 1 (1-4 nights) \$129  
Tier 2 (5-11 nights) \$128  
Tier 3 (12-29 nights) \$127  
Tier 4 (30+ nights) \$125

\*\*Tier rates are for Studio Suites. These rooms have a king bed, pullout sleeper sofa, and fully functional kitchen.

Book through website or Matt Chittick:  
Corp/Promo Code: CAT

Phone reservations – Contact the hotel directly by phone at : 309-698-4011 – To make reservations though email contact Matt Chittick at [MChittick@frontierhg.com](mailto:MChittick@frontierhg.com) and reference “Caterpillar”

### **Embassy Suites**

Located right on the Illinois River and just a few minutes from the Training facility. Spacious two-room suites including a daily cook to order breakfast. Room has microwave and refrigerator in all suites, indoor pool, fitness center, business center, high speed internet, on site restaurant and bar. There are no shuttle services provided. The guest suite rate is **\$129.00/night** plus tax.

### **Corporate ID #: 0002648428**

You can make reservation online at [www.embassysuiteseastpeoria.com](http://www.embassysuiteseastpeoria.com). Enter arrival and departure dates then click on SPECIAL RATES and enter the code above in the Corporate Account Box and hit the green VIEW RATES button. The room types and \$129.00 rate will appear, and you can choose room type and complete reservation. Please contact Taylor Holmstrom at the hotel directly - 309-427-2465 or [Taylor.Holmstrom@atriumhospitality.com](mailto:Taylor.Holmstrom@atriumhospitality.com)

### **Residence Inn**

Located in Peoria and about 10 minutes from the Training facility. Studio King is \$109 and a one bedroom is \$119. The guest rate include WIFI, breakfast and parking. You can make reservations online at: Book your corporate rate by clicking on this [link](#) for Caterpillar Training or by calling Christine Whitlatch at 309-681-9000.

Please let me know if there are any questions or concerns.

We look forward to your visit!

Best Regards,

Tonya Perez  
Product & Technical Training Specialist  
Global Dealer Learning  
Caterpillar Inc.  
Phone (309) 266-0816

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