

Advanced Short Term Investments Course

15-16 October 2018

Stafford County Public Safety Center, Stafford

This class will build on the Short Term Investments class, which is a prerequisite for this course.

We will take a deeper dive into managing a fixed income investment program with a focus on the day-to-day responsibilities associated with investing public funds. This course will expand on investment strategy development and implementation, trade execution process, security selection, portfolio reporting, and investment risk. We will discuss ways to enhance total return through portfolio structuring and active management.

Course: Elective course for treasurers and deputies.

For more information see the ***Certification Handbook***.

If you have questions on certification, contact Al Spengler at aws@virginia.edu

Instructors: Nelson L. Bush, Managing Director
Kathleen L. Bowe, Managing Consultant
PFM Asset Management LLC

Registration Site: <https://commerce.coopercenter.org/ccps/login.php>

Registration Fee: **\$185** Member (TAV and VGFOA members)
\$260 Non-Member (all others)

Registration Deadline: **5 October 2018**

Fee includes course material, lunch both days, and breaks.

If you need a special meal (vegetarian, vegan, gluten free), please indicate your dietary needs during the registration process in the special dietary or physical accommodation text box.

A \$20.00 processing fee will be assessed for cancellations. No refunds for cancellations received less than 48 hours before the course unless your space is filled. **After you select your event, don't forget to check the box before the class in order to complete your on-line registration.**

Payment: On-line with a credit card
Check, electronic transfer or LPO also accepted

To make payment using a method other than credit card, please print out your registration form and enclose a copy with your check. If paying via electronic transfer or via LPO, please include the invoice number with your payment.

Make checks payable to: **University of Virginia**

Mail to: Treasurers' Association of Virginia
c/o Cooper Center for Public Service
PO Box 400206
Charlottesville, VA 22904-4206

Class Schedule and Information

Day One **Registration & Continental Breakfast: 8:30 to 9:00 a.m.**
Class begins at 9:00 a.m. and ends around 5:00 p.m.

Day Two **Class Begins: 8:45 a.m. (subject in change on Day One)**
Open Book Exam (3 Hours) will follow lunch

What to Bring to Class: Several #2 Pencils
 Assorted Highlighters
 Post-it and/or Sticky Notes

Grades: Grades are posted on line--usually within 10 days of end of class.

If you are **not** enrolled in the TAV certification program administered by the Cooper Center for Public Service at the University of Virginia, you must fill out an enrollment form to view your grade on-line. You can download the form at the Cooper Center web site: www.coopercenter.org and click on *Certification Programs* and then download the *Enrollment Form*.

Otherwise to check your grade, please call Beth Watson Bennett at the Center at 434-982-2144 and she can tell you your grade.

Directions to the Stafford County Public Safety Center

The **Stafford County Public Safety Center** is located at 1225 Courthouse Road in Stafford (540 658-4450). Located just before the intersection of US Route 1 (Jefferson Davis Highway) and Route 630 (Courthouse Road.)

From Southern Virginia: Travel I-95 North towards Washington, D.C. Take the VA-630 exit, EXIT 140, toward Stafford. Turn right onto Courthouse Road/VA-630. The Stafford County Public Safety Center (Ford T. Humphrey Building) will be approximately 1/2 mile on the left. 1225 Courthouse Road.

From Northern Virginia: Travel I-95 South towards Fredericksburg. Take the VA-630 exit, EXIT 140, toward Stafford. Turn left onto Courthouse Road/VA-630. The Stafford County Public Safety Center (Ford T. Humphrey Building) will be approximately 1/2 mile on the left. 1225 Courthouse Road.

Hotel Information

Town Place Suites by Marriott

2772 Jefferson Davis Highway

Stafford, VA 22554

540-657-1990

<http://www.marriott.com/hotels/travel/mnzts-towneplace-suites-stafford/>

Room Block Name:	TAV
Cut-off Date:	28 September 2018
Room Rate:	\$94 single/double
Hotel Amenities	free Wi-Fi, free breakfast, fitness center These are large rooms with refrigerator, stove, microwave, dishwasher etc.
Parking	Free
Cancellation Policy	48 Hours

Only a limited a rooms have been blocked. If you try and they are full, contact AI at aws@virginia and he can have them add more rooms to the block.

Website:

<http://www.marriott.com/hotels/travel/mnzts-towneplace-suites-stafford/>

There are also two **Wingate Hotels** by Wyndam nearby. They are:
20 Sanford Drive (off Exit 133), Fredericksburg, 540 368-8000
15 Salisbury Drive (off Exit 143), Stafford, 540 659-3600