



Safety Seminar

COMING TO YOUR AREA!

Fly-in Breakfast and Safety Seminar

July 7, 2012 – 9:30 a.m.

**Big Rapids – Roben Hood Airport
21325 18 Mile Rd.
Terminal Building
Big Rapids, MI 49307**

For more Information Contact:

**Randy Coller
collerr@michigan.gov
(517) 335-8521**

**For more information about the FAA Safety Team
and to find out about more seminars in your area, visit
us at:**



www.faasafety.gov



Entering data to the SPANS Announcement Poster:

When you receive an email looking to accept or decline a safety event, simply copy the main body of the event listing in the email as shown below.

"Operations Raincheck"
Topic: Introduction to Enroute Air Traffic Control environment and functions.
On June 25, 2012 at 6:00 PM
Select Number: GL2544995
Location:
326 E Lorain Rd

Oberlin, OH 44074

Paste the event title and description in the Upper Text Box.



The image shows a template for a safety seminar announcement poster. It features the FAAST logo (Federal Aviation Administration Safety Team) in the top left corner. The main title is "Safety Seminar" in a large, bold, blue font. Below the title is the phrase "COMING TO YOUR AREA!" in a bold, italicized, black font. Underneath this is a large, empty rectangular box labeled "Text Box" in the top left corner, intended for pasting the event title and description. At the bottom of the poster, the text "For more Information Contact:" is displayed in a bold, black font.

The paste option will look something like this: You may want to justify the offering by highlighting the pasted selection and pressing the center justified button:



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Simply Highlight the description pasted and increase the font size as necessary to fill the text box. A character pitch of 24 seems to do a nice job for most of these.

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Repeat the above process to enter contact information in the Lower Text Box.