

Short Term Investments Course

20-21 April 2023

Stafford County Government Center

This class will cover the fundamentals fixed-income investing, including a detailed explanation of risk, investment instruments and investment strategies. We will help participants to develop a framework for a sound investment program (investment policy, safekeeping, broker/dealer due diligence, investment procedures, internal controls and portfolio reporting.)

Course: Required course for treasurer certification; elective for deputy certification.

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

If you have questions on certification, contact Beth Bennett at the Cooper Center at eaw3f@virginia.edu

Instructors: Leslie Weaber, Senior Managing Consultant
Scott Fleming, Director
Nelson Bush, Managing Director
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: **13 April 2023**

Fee includes course materials, continental breakfasts and breaks both days, and lunch on first day.

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.
Lunch and breaks provided

Day Two Continental Breakfast: 8:30 to 9:00 a.m.
Class begins: 9:00 a.m. and ends around 12:00 noon
There is no lunch today.
Open book Exam will be online via the UVACollab site. (see below)

What to Bring to Class: Assorted Highlighters
Post-it and/or Sticky Notes

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Exam: Exam will be online at the **UVA Collab** site (3 Hours; Open Book)
The exam is open 12:00 pm on April 21 to 5:00 pm on April 22.
Once you start the exam the clock starts ticking. You can take the exam from your office or home computer; just make sure you are in quiet location.
NOTE: If you start the exam later than 2:00 pm on April 22 you will not have a full 3 hours to take the exam as the system will lock you out at 5:00 pm.

Grades: Grades will be available on the **UVA Collab** site 48 hours **after** the close of the exam

Online Exam via UVACollab Site

A few days before the course, you will receive a link to the UVACollab site for the course.

In the **Resources** file you will find two info sheets:

1. A document, **Essential Tips for Taking Online Tests in UVACollab**. It is highly recommended that you read this document before taking the online exam.
2. A document, **How do I view the feedback in my assessment (i.e. test or quiz)**. It explains to you how to read your grade.

In the **Tests and Quizzes** file you will find the course assessment (final exam). The exam will not be open until the conclusion of the course.

Meeting Location

Directions to the George L. Gordon, Jr. Government Center, Stafford County

The **Stafford County Government Center** is located at 1300 Courthouse Road in Stafford (540 658-4450). Located just before the intersection of US Route 1 (Jefferson Davis Highway) and Route 630 (Courthouse Road.)

We are in the Activities Room on the First Floor.

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 (George L. Gordon, Jr. Buidling) will be approximately 2/3 mile on the left. 1300 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 Government Center (George L. Gordon, Jr. Buidling) will be approximately 2/3 mile on the left. 1300 Courthouse Road.

Hotel Information

Fairfield Inn & Suites Stafford

2784 Jefferson Davis Highway
Stafford, VA 22556

540-720-1299

<https://www.marriott.com/hotels/travel/mnzfs-fairfield-inn-and-suites-quantico-stafford/>

No room block has been set up.

Call the hotel directly and **ask for the government rate** which is \$98 single/double. The room includes free Wi-Fi, free breakfast, fitness center. Parking is free

The hotel is approximately 5 miles from the Stafford County Government Center depending on the route you take.

The Government Rate is not always the lowest room rate; ask to get the best deal!