

APPENDIX A ~ 2008 JUST READ, FLORIDA! LEADERSHIP CONFERENCE FREQUENTLY ASKED QUESTIONS

REGISTRATION

Who may attend the conference?

Either the principal or assistant principal, one reading/literacy coach and one teacher leader from each school may attend. In addition, the allotted number of district administrators may register and attend. Please see Appendix B for the district allotments. Presenters whose proposals have been accepted and who do not fit into the categories mentioned above may also register.

May district level staff attend in lieu of a school-based principal, coach, or teacher?

No. The district may send their allotted number of administrators, but may not attend on behalf of a principal, coach, or teacher.

Is participation by Reading First principals and coaches required?

No. Attendance is strongly encouraged, however, especially for principals and coaches at Reading First focus schools. Please note that some districts require that principals and coaches from focus schools participate in all conferences as a part of their Reading First District Support Plan (RFDSP).

Can my assistant principal, second or third reading coach, resource teacher, etc. participate in the conference if we share rooms?

No. Only registered participants may participate in conference sessions and activities. The conference site will only accommodate 5,000 participants. Once conference capacity reaches 5,000 individuals, we cannot allow any further participants to attend the conference, even if that person pays their own travel and shares a sleeping room with a registered participant.

What information do I need to provide to successfully register?

When registering you will need to provide the following required information:

- Credit Card to Secure Lodging (*This card will only be charged for not showing at the hotel or for not staying the number of nights indicated during the registration process.*)
- Hotel/Lodging Dates
- Hotel/Lodging Preferences
- Name
- Place of Employment
- Title/Position
- Home and Work Mailing Address(es)
- Home and Work Phone Number(s)
- Home and Work E-mail Address(es)
- Emergency Contact Information
- Any Dietary Needs
- Payment Method for Registration (*credit card, district/school purchasing card or purchase order*)

What is the deadline for registration?

Registration will remain open until March 31, 2008, but may close earlier if conference capacity has been reached. If by March 31, 2008, conference capacity has not been reached, we will reopen registration on April 1, 2008, so districts and schools will have the opportunity to register additional school and district administrators, coaches and teachers.

Does my district have to register all participants?

No. All participants may register individually, although some districts may prefer to register all attendees from their district. The district reading contact will, however, be asked to assist with any registration related issues and payments.

REGISTRATION (continued)

I have new schools that will open later this summer. If the principals are hired by the time of the conference, may they attend? What if my school is up and running, but its name does not appear in the registration system?

Yes. Newly hired principals of new schools may attend the conference if registration is still open and the conference is not at full capacity. If the new school's name is not in the current list, please contact CMC & Associates at justread@cmc-associates.com or at 1.888.320.6129 and the name of the school will be added.

What is the difference between a conference registration confirmation code and the hotel reservation number? To confirm your space at the conference, you will be directed to a page at the end of the registration process that will provide you with a **conference registration confirmation code**. This conference registration confirmation code, coupled with your e-mail address, is required for you to make any changes to your conference registration.

Upon successful conference registration and, the provision of credit card information, the notification of the name of the hotel you are assigned to and your hotel reservation number will arrive via e-mail by June 1, 2008. You will need to provide the hotel reservation number upon hotel check-in.

I have lost or misplaced my conference registration confirmation code. How do I obtain this information? If you have forgotten or misplaced your conference registration confirmation code, visit the following registration site: <http://www.verdigre.com/justreadflorida> and click the link labeled, "I forgot my confirmation number." Once there, enter the e-mail address you used when you registered. After a few minutes, your confirmation information will be resent to that e-mail address. If you do not receive this information after 1 hour, please contact CMC & Associates at justread@cmc-associates.com or at 1.888.320.6129.

I am a registered participant and have been transferred to another school within the district or in another district. Does my registration carry over to my new school? No. Your registration slot belongs to the school where you originally registered. You must relinquish your slot to your replacement at your original school. Further, if your new school registered their principal, teacher, and/or coach for the conference, you would take the slot of the individual whom you are replacing. This individual will need to relinquish their slot to you as it belongs to the school, not the individual registrant. If your new school did not register for the conference, you may register for the conference if the conference is not at full capacity.

I am no longer able to attend the conference. How can someone else from my school take my registration slot? Please choose "I Wish to Substitute My Registration" from the main registration page. You will be taken to a page where you can enter the original conference registration confirmation code, which will allow you to replace the original information. Please be prepared to have a valid credit card available to secure the attendee's lodging. **May 15, 2008**, is the last day for edits and changes to registration information.

I made a mistake on my conference registration and I need to correct some information. How can I do that? Please choose "Change my Registration" from the main registration page. You will be taken to a page where you can enter your conference registration confirmation code, which will allow you to edit your information. **May 15, 2008**, is the last day for edits and changes to registration information.

Can district contacts be notified of conference participants from their district?

Yes. The list of attendees will be shared with the district reading contact for overall review and management on a monthly and then weekly basis as the conference approaches.

REGISTRATION (continued)

Should I expect a packet that includes a name badge, itinerary, etc.?

No. Conference materials will not be mailed to you. All participants will receive all conference related information and instructions via e-mail. Your name badge and conference program will be provided upon check-in at registration at the hotel you are assigned for lodging and at the Orlando Marriott World Center.

PAYMENT

What is the cost of the registration fee?

The amount of the registration fee is \$100. This fee can be transferred, but is non-refundable. Please note that while the payment is nonrefundable, the fee assures registration slots for each school regardless of the registrants' names. If a registrant is accepted to present at the conference and so indicates that at the time of registration, the registration fee is waived.

May I pay the \$100 non-refundable registration fee with a personal credit card?

Yes. However, you are responsible for seeking reimbursement from your school or your district. This fee is non-refundable. We strongly advise that you use a purchasing card or purchase order for payment of the registration fee.

I will be unable to attend the conference. Can I be reimbursed for the \$100 registration fee?

No. The registration fee is non-refundable, but if someone from your school replaces you, you may negotiate reimbursement with them.

Do I have to provide a form of payment when registering?

Yes. To successfully register, you must provide a method of payment for registration and to secure lodging.

What forms of payments are accepted for registration?

Payment for registration may be in the form of a credit card, district or school purchasing card, or purchase order. District or school purchasing cards are preferred over personal credit cards. For those paying with a purchase order, the purchase order number will not be entered at the time of registration; however, a school or district purchase order, accompanied by the registrants name, must be received by CMC & Associates no later than May 15, 2008, or the registration and lodging will be cancelled and the school will lose the registration slot. All unpaid purchase orders will be invoiced immediately after the conference, and the payment must be received by August 1, 2008.

When will the personal or district credit card be charged the \$100 registration fee?

If you have opted to pay by personal or district credit card, the credit card will be charged upon completing the online registration. In addition to your conference registration confirmation code, you will also receive an email receipt confirming the credit card charge. Please keep this for your records.

If paying by purchase order, what should I include with my payment and where should I send it?

You must provide a hard copy of the purchase order with your full name, school, district and conference registration confirmation code in order to ensure that the payment is applied appropriately. ***Please make purchase order checks payable to the Florida Education Foundation and send to the address below. Please verify that you have the correct mailing address.***

JRF Leadership Conference
c/o CMC & Associates
2713 Blainstone Lane
Tallahassee, FL 32301

PAYMENT (continued)

When is the purchase order or check payment deadline?

Purchase order information or checks must be received by May 15, 2008, or the registration and lodging will be cancelled. The available registration slot will then be given to the next participant on the waiting list. Those on the waiting list will be notified and invited to attend on a first come, first served basis. **All actual purchase order numbers will be entered into your registration information by CMC & Associates upon receipt.**

HOTEL ACCOMMODATIONS/LODGING

When will I receive my hotel reservation confirmation?

You must successfully register for the conference to receive an assignment to a conference hotel. Your hotel reservation number will be sent to you via e-mail by June 1, 2008. This hotel reservation confirmation number will be required during check-in at your assigned hotel. Changes to your hotel accommodations for the nights of the conference should be made by accessing your registration with your conference registration confirmation code and e-mail address at www.justreadflorida.com/conference or by contacting CMC & Associates at justread@cmc-associates.com or at 1.888.320.6129. Pre and post night hotel accommodations can be made directly with the hotel upon receipt of your hotel reservation number. Please use this number when booking pre and post room nights to obtain the special conference rate, if available.

How do I reserve a room for the conference?

Lodging will be booked based on the registration information provided online. Participants will receive hotel reservation information by June 1, 2008. **You cannot make reservations for the conference directly through the hotel.**

May I stay at the hotel even though I am within a 50-mile radius of the conference site? Yes. Lodging will be provided to all participants (including those within a 50-mile radius) during the conference so that attendees may take part in evening sessions and networking opportunities.

Are accommodations provided on Sunday evening, June 29, 2008?

Yes. This year's conference will begin at 1:00 pm on Sunday, June 29, with a variety of voluntary institutes. Participants will be provided hotel lodging beginning Sunday evening, regardless of attendance at institutes on Sunday afternoon.

Are accommodations provided on the evenings of Monday, July 1 and Tuesday, July 2, 2008?

Yes. Participants will be provided lodging on Monday and Tuesday nights. There will be a variety of voluntary post conference institutes from 8:00 am until 11:00 am on Wednesday. Lodging will be provided on Tuesday evening regardless of attendance at institutes on Wednesday. No lodging will be provided for Wednesday evening.

Must I stay at the hotel all three nights during the conference?

No. If other arrangements have been made for lodging for one, two, or all three nights, you are not required to stay at the hotel; however, expenses for lodging will only be covered if a participant makes hotel reservations through the online conference registration system. If you do not require lodging for all three nights, please indicate this during the registration process. You must stay the nights you indicate on your registration or your credit card will be charged.

Will accommodations be single-occupancy?

Yes. Participants will not be required to share a room.

HOTEL ACCOMMODATIONS/LODGING (continued)

May I share a room with another participant?

Yes. If a room is to be shared by two participants, only one should request lodging at the time of registration. ***Only registered participants may attend the conference (including luncheons) regardless of lodging arrangements.***

What type of room will I receive?

Rooms will be furnished with one king bed or two queen beds. If you prefer one type of room over the other, please make this request when you register online. Your request will be honored based on availability.

May I choose my hotel from all the hotel choices that will officially provide housing for the conference?

No. Hotel requests cannot be accepted, nor can any changes to hotel placement be accommodated. Accommodations for those with special needs can be requested by emailing CMC & Associates at justread@cmc-associates.com. Every attempt will be made to place schools and districts at the same hotels.

Is the price of parking included with the room?

Regular daily parking will be provided through Just Read, Florida! for all conference hotels, but all valet charges will be the responsibility of each individual.

GENERAL INFORMATION

Is an agenda available for the conference?

A draft schedule of events is available at www.justreadflorida.com/conference. As the conference approaches, a more finalized agenda will be posted.

I am staying at a conference satellite hotel. May I drive my car to the conference site hotel?

No. Transportation to and from the Orlando World Center Marriott will be provided daily during the conference beginning on Monday morning. No parking is available at the Orlando World Center Marriott for participants who are not staying at this hotel. The free shuttle bus to the Orlando World Center Marriott is available from all satellite conference hotels.

I am not staying at a conference hotel and will be driving to the conference daily. Where should I park?

A limited amount of daily parking will be available at the Orlando World Center Marriott for local attendees. Carpooling is strongly encouraged. You will only be able to park at the Orlando World Center Marriott if your name is on the approved daily parking list.

I plan to attend the Sunday institutes. Where will I be allowed to park if I am not assigned to the Orlando World Center Marriott? Daily parking will be available on Sunday only until 6:30 pm for those not staying at the Orlando World Center Marriott. Transportation to and from all of the satellite hotels to the Orlando World Center Marriott will begin on Monday morning and run until noon on Wednesday. You will not be allowed to park at the Orlando World Center Marriott on Monday, Tuesday or Wednesday unless you are assigned to stay at that hotel.

Can I bring guests to the conference breakout and general sessions or luncheons?

No. Only registered participants may attend the conference sessions or luncheons.

Is there going to be a golf tournament associated with the conference?

Yes. Details will be announced in the near future.

QUESTIONS AND CONTACT INFORMATION

Who should I contact if I have any questions or concerns that are not answered by this document or on the registration website?

Any questions or concerns regarding the conference should be directed to CMC & Associates at justread@cmc-associates.com or at 1.888.320.6129. Please visit the Just Read, Florida! website at www.justreadflorida.com/conference for more information on all conference related activities.