

CORRECTED
FLORIDA DEPARTMENT OF EDUCATION
HEALTH THE ROAD TO SUCCESS
STATEWIDE COORDINATORS' MEETING
◆NOVEMBER 21 - 22, 2002◆

◆HILTON ORLANDO/ALTAMONE SPRINGS ORLANDO, FL

PARTICIPANT INFORMATION SHEET

REGISTRATION INFORMATION:

- A registration form is enclosed. Mail or Fax registration form to the CSHP Office by **Friday, November 1, 2002.**
- Call the Hilton at (800) 445-8667 for reservations by **November 1, 2002.** Indicate you are with the Coordinators' Meeting.

MEETING DATES:

- Thursday, November 21, 2002, through Friday, November 22, 2002
- Registration begins at 8:30 a.m. on Thursday, November 21, 2002
- Meeting begins at 9:30 a.m. on Thursday, November 21, 2002
- Last session ends at 12:45 p.m. on Friday, November 22, 2002

REIMBURSEMENT:

- Reimbursement will be made to you after the meeting for the following costs:
 - Hotel room
 - Meals (\$21/day)
- Participants are strongly encouraged to share a hotel room with another participant to reduce cost incurred.
- The Department of Education, Coordinated School Health Program will reimburse you for your hotel and meals. Florida Atlantic University (FAU) will mail you a reimbursement packet with additional information. You can expect your reimbursement within approximately four weeks after the meeting.
- A special room rate of \$79.00 will be available to meeting participants and their families for three days prior to and three days after the conference, based on the hotel's availability. Extra lodging costs incurred as a result of family travel (before November 20th and/or after November 22th) will not be reimbursed.
- Hotel accommodations for attendees more than 50 miles from Orlando will be reimbursed for the nights of November 20th and 21th. (No reimbursement for hotel accommodations or meals will be made to participants who work less than 50 miles from Orlando).
- Cost of substitute teachers will not be reimbursed.

ATTIRE:

- Business casual. Meeting room temperatures vary, so you may want to carry a light jacket.