

REGISTRATION FORM

Register online at <http://www.firstclassconferences.co m>

If you register online, do not send a registration form by mail. Mailed registrations must be received by October 20, 2019. Online registration is available until November 3, 2019. Confirmation letters will not be sent by mail. However, participants will receive an electronic confirmation and will need to pick up name tag at the on-site registration desk. students registering for Askew Institute must register by mail. Have questions? Please contact (843) 471-2357.

Attendee Information ONLY: One registration per person. Keep copy for your records.

Name _____ School _____
School Address _____ City _____ State _____ Zip _____
Cell Phone (_____) _____ - _____ Work Phone (_____) _____ - _____ Fax (_____) _____ - _____

***Attendee Email Required:** _____ ADA accommodations requested

Check all that apply: Administrator Coach Classroom Teacher K-3 Classroom Teacher 4-6 Reading Recovery/DLL TWU Alumni Other

Fees (Please mark all that apply to you)

Full Conference \$250
*Full Conference + Leadership Strand \$250
*Full Time Student \$75
Add Late Fee (after Oct. 20, 2019) \$25
RRCNA New Membership/Renewal \$70
RRCNA In-training/Retired Membership \$40

Total Fee Enclosed _____

Payment Information

• Make checks payable to First Class Conferences.
• Fax registrations are not accepted.
• All purchase orders must include a complete billing address in order to process registrations.

Method of Payment: Credit Card Check # Approved PO# _____

Please provide the following information to pay with credit card: MC Visa Disc

Card # _____ / _____ / _____ / _____ Exp. Date _____

Signature _____

Purchase Order # _____

Email Treasurer: _____

Organization: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ FAX: _____

NOTE: All purchase orders must be paid within 30 days after the conference or a late fee of \$50 will be assessed

Return completed form

and fee to:

First Class Conferences
P.O. Box 1367
Mount Pleasant, SC 29465

Buffet Lunch: Lunch tickets given with registration packet at Institute.

MONDAY

TUESDAY

If no lunch selection is made,
no lunch tickets will be provided.

YES

NO

2019 TWU Billie J. Askew Reading Recovery and K-6 Literacy Institute

Check here if you do not wish to receive information about Reading Recovery Council of North America.

***Leadership Strand Information:** The Institute will provide special sessions for school administration leadership, such as district administrators, site coordinators, principals, and other campus literacy leaders. This strand includes panel discussions, networking opportunities, and presentations targeting the needs, challenges and opportunities for school administrators to support literacy programs.

Full Time Student Information: The Institute will be offered to full time students for reduced fee of \$75 if appropriate documentation is attached. To received the reduced fee, the registrant must submit the following signed statement on university letterhead with registration form and payment.

- (name of professor) certify that (name of registrant) is a full time student at (name of University).
- Signature of Professor (The statement must be signed by the registrant's professor or chair).

Sessions Information: The sessions are not ticketed. People are seated on a first-come, first-served basis.. Embassy Suites Convention Center does not allow standing or seating on the floor. Once the class is full then you must go to another speaker.

Attendance Documentation: The following items are provided to those attending the Institute. It is the attendees responsibility to submit the appropriate documentation to their supervisor. All of the following items are provided at the Institute or emailed to attendees.

- **Institute Name Badge** – must be worn in order to gain admittance to the Institute's sessions.
- **Daily Institute Sessions Grid/Checklist** – all sessions are listed and may be checked and signed by attendee.
- **Session Handouts** - Some speakers provide handouts at the Institute. Others provide handouts for attendees to download from the website so that they may be printed prior to a session.
- ***Askew Literacy Institute Survey Email** - Attendees must provide their personal or work email address in order to receive the survey. Feedback is very important to improve the next Institute.
- ***Certificate of Attendance** - provided with the TWU Askew Literacy Institute Survey which is emailed to every registered attendee. Certificate may be printed once the emailed survey has been completed online.