



ARKANSAS EDUCATION ASSOCIATION

An NEA State Affiliate

DONNA MOREY, *President*  
RICH NAGEL, *Executive Director*

1500 West 4<sup>th</sup> Street  
Little Rock, AR 72201

February 5, 2010

**SPECIAL INVITATION**

To: ALL AEA ESP Members

From: ESP Advisory Committee, Lynette Thrower, Chairperson  
Donna Morey, AEA President  
Rich Nagel, AEA Executive Director

Subject: AEA-ESP Statewide Conference  
April 16-17, 2010

A special invitation is being extended to you to attend the ESP Statewide Conference set for Friday and Saturday, April 16-17, 2010 at the LaQuinta Inn and Suites in Little Rock, Arkansas. The hotel is located DOWNTOWN at 617 South Broadway.

On Friday, conference registration begins at 5:00 p.m. with dinner being served at 7:00 p.m. On Saturday the conference will reconvene with registration starting at 7:00 a.m. The conference should end by 5:00 p.m.

AEA will provide dinner on Friday and lunch on Saturday, along with sleeping rooms Friday night (based on double occupancy and participants driving more than 30 miles one way to conference). **If you request a single room, you must pay the single room rate of \$88 plus tax in advance to AEA.** Mileage will be reimbursed at a rate of thirty-seven cents (\$.37) per mile to drivers only. Riders are not eligible for mileage reimbursement. Please keep an accurate account of your mileage. Mileage reimbursement vouchers will be available at the conference registration table. Mileage will be verified with MapQuest. Also keep in mind that carpooling will help save on expenses and enable more people to attend.

PLEASE PRE-REGISTER FOR THE CONFERENCE by **March 12** so that we can order the correct number of meals and prepare materials. Participants may register by mail, fax, or e-mail.

**Participants who register but do not attend and fail to provide 48-hour notice to AEA will be billed for room cost.**

To register, complete the enclosed registration form and submit it in one of the following ways:

- Mail to **AEA, attn: ESP Conference, 1500 West Fourth, Little Rock, AR 72201.**
- Fax the enclosed registration form to **501-375-4620, attn: ESP Conference.**
- E-mail to [ar-pmartin@nea.org](mailto:ar-pmartin@nea.org). Include in your e-mail the information requested on the registration form.

This conference is open to the first 100 registrants and is on a first-come, first-served basis. No walk-ins will be accepted.

cc: Local Association Presidents  
UniServ Directors

Enclosure

2010  
AEA ESP CONFERENCE REGISTRATION  
AND  
HOTEL REGISTRATION

Name  Mr.  Ms. \_\_\_\_\_

Home Phone \_\_\_\_\_ School Phone \_\_\_\_\_

Home Address \_\_\_\_\_  
\_\_\_\_\_

Home E-Mail Address \_\_\_\_\_ Work E-Mail Address \_\_\_\_\_

County \_\_\_\_\_ School District \_\_\_\_\_

Worksite Location/Campus \_\_\_\_\_ Job Category \_\_\_\_\_

**Please check one of the following:**

Attending conference only—do not need hotel room

Attending conference **AND** need hotel room

**If hotel room is needed, please complete the following:**

Double room, Non-smoking

Double room, Smoking (limited number of rooms; you may be assigned a non-smoking room)

Roommate preference: \_\_\_\_\_

Single room, Non-smoking

Single room, Smoking

**Any special needs  
or requests:**

**You must pay \$88 plus tax if you request a single room for yourself and/or guest. There is a very limited number of single rooms. Payment of \$98.12 (room rate plus tax) must be made in advance to AEA before a reservation for a single room can be made.**

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**NOTE: Participants who register and do not attend and fail to provide 48-hour notice to AEA will be billed for room cost.**

Please mail **OR** fax this form **no later than Friday, March 12.**

**Mail:**

Arkansas Education Association  
Attention: ESP Conference  
1500 West Fourth Street  
Little Rock, AR 72201

**Fax:**

(501) 375-4620  
Attention: ESP Conference

**E-mail:**

ar-pmartin@nea.org  
with registration  
information



An NEA State Affiliate

Phone: (501) 375-4611 - Toll Free: (800) 632-0624 - Fax: (501) 375-4620

Web: [www.aeaonline.org](http://www.aeaonline.org)