



ARKANSAS EDUCATION ASSOCIATION

An NEA State Affiliate
DONNA MOREY, *President*
RICH NAGEL, *Executive Director*

1500 West 4th Street
Little Rock, AR 72201

February 7, 2011

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 1-2, 2011

A special invitation is being extended to you to attend the ESP Statewide Conference set for Friday and Saturday, April 1-2, 2011 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.

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 \$75 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 per MapQuest. Also keep in mind that car pooling will help save on expenses and enable more people to attend.

So that we can order the correct number of meals and prepare materials, PLEASE PRE-REGISTER FOR THE CONFERENCE by **Friday, March 4**. Participants may register by mail, fax, or e-mail.

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

- To register, complete the enclosed registration form and mail to AEA, attn: **ESP Conference, 1500 West Fourth, Little Rock, AR 72201.**

OR

- Fax the enclosed registration form to **501-375-4620, attn: ESP Conference.**

OR

- E-mail to 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

2011
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: _____

(Note: A roommate will be selected for you if you have no preference or if your roommate preference does not attend the conference.)

Single room, Non-smoking

Single room, Smoking

**Any special needs
or requests:**

You must pay \$75 plus tax if you request a single room for yourself and/or guest. There is a limited number of single rooms. Payment of \$83.63 (room rate plus tax) must be made in advance to AEA before a reservation for a single room can be made.

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

Please mail **OR** fax this form **no later than Friday, March 4.**

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



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

Web: www.aeaonline.org