



**AEA Professional Development Conference
October 31 -November 1, 2019**

Worksite Location: DoubleTree Hotel & Robinson Center, Little Rock, AR

Complete and Submit to your building administrator.

Reminder: Act 1151 of 1993 requires that school employees notify their building administrator at least **30 calendar** days before attending the AEA Convention.

Notice of Intent

Yes, I will be attending AEA Professional Development Conference

To: _____
Building Administrator

From: _____

Date: _____

Pursuant to Arkansas Department of Education guidelines regarding attendance to AEA Convention (Professional Development Conference), you are hereby notified that I plan to attend the AEA Convention workshops on the date (s) and time (s) checked below:

_____ Thursday, October 31 – A.M.

_____ Thursday, October 31 – P.M.

_____ Friday, November 1--- A.M.

_____ Friday, November 1 – P.M.