

PRLC INFORMATION FOR NEA DIRECTORS

2008 NEA PACIFIC REGIONAL LEADERSHIP CONFERENCE (PRLC)

20/20 Vision: Impacting the Next 20 Years in Education

Boise Centre on the Grove

The Grove Hotel

Boise, Idaho

February 15-17, 2008

If you are a member of the NEA Board you will need to register online to attend the PRLC. Register online at the PRLC website at www.nea.org/members/prlc.html. You will receive an email confirmation when your registration is complete. It is suggested that you visit the PRLC website for additional information.

CANCELING OR NOT ATTENDING THE PRLC

If you are from the Pacific Region and not attending the PRLC, please email PRLC@nea.org or call the NEA Pacific Regional Office at 650-347-6000 x221 to let us know. If need to cancel, please do so online.

HOTEL RESERVATIONS – MAKE BY 1/14/08

All NEA Directors need to make and guarantee their own hotel reservations directly with one of the following Hotels:

[The Grove Hotel](#)

245 S. Capitol Blvd.

Boise, ID 83702

Reservations (888) 961-5000

To get the room rate of \$104 (plus 13% tax), reference the Group/Conference Code 'PRLC' by January 14.

[Hampton Inn & Suites Boise Downtown](#)

495 S. Capitol Blvd.

Boise, ID 83702

Reservations (800) 426-7866

To get the room rate of \$89 (plus 13% tax), reference the Group/Conference Code 'NEA' by January 14.

[Hotel 43](#) – 100% nonsmoking property

981 Grove Street

Boise, ID 83702

Reservations (800) 243-4622

To get the room rate of \$104 (plus 13% tax), reference the Group/Conference Code 'GNEA' by January 14.

Hotel rooms are subject to availability based on the number of rooms in the contracted block.

Reservations require a one night's deposit at the time of reservation. Credit cards will not be charged until check-in (or in the event of a no-show). To cancel, call the hotel at least 72 hours (3 days) in advance of arrival to avoid forfeiting your deposit. For additional information please visit the PRLC website.

NEA Directors are requested to pay their hotel costs upon checking out and submit the charges for reimbursement on their travel voucher. Direct billing arrangements can be arranged by the NEA PRO upon request.

AIR TRAVEL - BOOK BY 1/11/08

Please refer to the Air Travel Information link on the PRLC website for important discounts and guidelines on airfare. Airfare can be direct billed to the NEA Executive Office through Garber Travel. Call Garber from 8:30am to 5:30pm ET Monday-Friday at 800-816-8747 toll free or send an email to Arlington@garbertravel.com.

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TRAVEL VOUCHERS TO NEA HQ

All NEA Directors are to request reimbursement of hotel, air, and travel expenses by mailing a completed and signed Governance Travel Expense Voucher directly to Joyce Parker, NEA Executive Office, 1201 16th Street, NW, Washington, DC 20036 within 30 days of travel. Governance vouchers and guidelines are available on NEA Connect. Please be sure to read the updated travel guidelines on the PRLC website and provide receipts for meals and taxis \$25 or over and parking costs \$10.00 or over.

RELEASE TIME OR SUB PAY

Release time or substitute pay for NEA Directors is reimbursed through the NEA Executive Office, per the normal procedures and guidelines for Board Members.

MINORITY LEADERSHIP TRAINING

If NEA-funded to attend the Minority Leadership Training (MLT) Seminar February 13-15, NEA Human and Civil Rights (HCR) will make and direct bill your hotel reservations and cover your expenses to attend both the MLT and PRLC. More information is posted at the MLT website at www.nea.org/members/mltgen.html. For questions, contact Robert Kim, NEA HCR, at RKim@nea.org or 202-822-7439.

CONTACT INFORMATION

Marija Buljan-Bergero, NEA Pacific Regional Office, 1350 Bayshore Highway, Suite 730, Burlingame, CA 94010. Email: PRLC@nea.org; Phone: 650-347-6000 x221; Fax: 650-347-8983.