

INFORMATION FOR PRLC SESSION PRESENTERS AND NEA STAFF

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

Once you have been confirmed as a PRLC session presenter by the NEA Pacific Regional Office (PRO) please read this information carefully and register online within a week, if possible.

SESSION DESCRIPTION – BY 11/9/07

If the NEA PRO hasn't received it already, please email a 1-2 paragraph session description suitable for printing in the PRLC program to PRLC@nea.org by 11/9/07. Include for all presenters: name, title, and association.

SHORT BIO – BY 11/16/07

Please email a short introductory paragraph describing yourself to PRLC@nea.org by 11/16/07. Your session facilitator will use this short bio to introduce all presenters at the beginning of the session.

AUDIOVISUAL NEEDS AND ROOM SET UP

We will provide the following for each session: one easel with flipchart paper and markers plus a small materials table. We will have the room set up either round tables or theatre style, whichever provides maximum capacity. Microphones and podiums will be determined by the room size. When you register online, you will be asked what your audiovisual needs are and if you need an LCD/In-focus projector or whether you will be able to bring or ship it. If co-presenting, only one presenter needs to indicate the audiovisual needs for the session.

SESSION MATERIALS AND SHIPPING

Since the number expected to attend your session is unknown, plan to provide at least 100 handouts. Leftover handouts will be made available to other conference attendees. Please copy materials at your state association, when practical. If shipping materials, have them **arrive no earlier than Wednesday, February 13 and no later than Friday 15**, 2008. Also if you would let me know in advance, when and how many boxes you will be shipping. Address shipment to:

Boise Convention Center on the Grove Loading Dock

c/o NEA PRLC; Marija Buljan-Bergero

Hold for (presenter's name and session title)

250 S. 9th Street

Boise, ID 83702

Box #_ of #_

Phone: (208) 336-8900

Please be prepared with your account number or credit card for shipping materials out. If you have training materials or equipment that you wish to ship home, you may do so at the PRLC Office at the conference site. You will be responsible for packing and taping your boxes and preparing the Fed Ex or UPS shipping forms. Please save the boxes used when shipping your materials for return shipments. All materials left behind will be disposed of by the Center.

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PRESENTERS AND FACILITATORS MEETING

A meeting for session presenters and facilitators will be held from 3:00-4:00pm on Friday, February 15. Since this meeting is not required, the NEA will *not* be able to pay for a third night's lodging or increased airfare in order for you to attend.

CONFERENCE REGISTRATION

All PRLC session presenters and NEA staff are to register online, either as presenter or staff, through the PRLC website at www.nea.org/members/prlc.html. You will receive an email confirmation of your registration (registration fees are waived). Participants with no email address or Internet access may complete the PRLC Conference Registration Form available on the PRLC website. Last day to mail registration forms is 2/4/08, after which, registration will be on site in Boise. If you need to cancel, please contact the NEA PRO immediately.

HOTEL RESERVATIONS - MAKE BY 1/14/08

All PRLC session presenters and NEA staff 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.

NEA will pay room and tax for two nights (Friday and Saturday, February 15-16), which will be direct billed to the NEA Pacific Regional Office upon checking out. NEA Staff will be responsible for paying their hotel charges upon checking out, unless advance arrangements are made with the NEA PRO. Hotel confirmations can be requested when making reservations and direct billing arrangements can be confirmed upon checking in. 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.

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AIR TRAVEL - BOOK BY 1/11/08

PRLC session presenters and NEA staff are encouraged to direct bill air fare through Garber Travel, NEA's designated travel agency. However, you *may* purchase tickets through the Internet or your travel agent at a lower cost and submit a voucher for reimbursement after the conference if tickets are: (a) purchased 30 days in advance (b) booked at the lowest coach fare available, and (c) under the following reimbursable maximums.

MAXIMUM AIR FARE ALLOWED	IF ORIGINATING TRAVEL FROM
Anchorage \$730; Juneau \$650	Alaska
Sacramento \$240; San Francisco \$350; Los Angeles \$275	California
Honolulu \$700; Hilo \$800; Lihue \$875	Hawaii
Lewiston \$175; Sun Valley \$450; Twin Falls \$490	Idaho
Billings \$500; Helena \$500; Great Falls \$475	Montana
Las Vegas \$300; Reno \$210	Nevada
Portland \$175; Eugene \$285	Oregon
Seattle \$200; Spokane \$245	Washington

If unable to obtain fares below these maximums contact Garber Travel from 8:30am to 5:30pm ET Monday-Friday at 800-816-8747 toll free or send an email to Arlington@garbertravel.com.

REIMBURSEMENT PROCESS - SUBMIT BY 3/17/08

It is very important that the Travel and Expense Guidelines posted on the PRLC website be reviewed in advance of travel. Complete the Travel Voucher on the PRLC website and mail it **within 30 days of travel (March 17)** to the NEA PRO at the address below. Incomplete and unsigned vouchers will be returned. Reimbursement may take up to 30 days from receipt. NEA Staff should submit travel vouchers to their respective departments.

RELEASE-TIME OR SUB PAY

Only release time or sub-pay for Friday, February 15 will be reimbursed for PRLC Session Presenters, as needed. Please have your school send an invoice to the NEA PRO at the address below, indicating who it is for.

REGISTRATION ON SITE

Please pick up your badge and bag during registration hours at the PRLC Registration Area.

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.