



December 4, 2017

MEMORANDUM

To: All Career and Technical Educators
FROM: Kim Brewington, Professional Development Committee Chair
Ruth Huff, Executive Director
RE: Spring Professional Development Seminar
And Board of Directors' Meeting

NCACTE invites you to attend the Spring Professional Development Seminar scheduled for February 15-17, 2018 at the Sheraton Imperial Hotel, 4700 Emperor Blvd I-40 at exit 282 (Page Road, Durham, N.C. The professional development topics are listed on the agenda included with this packet. Seminar participants will be able to earn 1 CEU of credit. Note that the professional development will begin promptly at 8:00 am on Friday morning. **The leadership seminar is open to ALL Career and Technical Educators. Please share this information with your colleagues.**

The registration fee for NCACTE members is \$175.00 and for non-members it is \$225.00. This cost will cover the following meals: Friday's and Saturday's breakfast. Each individual will be responsible for handling his/her own lodging arrangements with the Sheraton Hotel. The cost for lodging is not included in this registration fee. The group room rate will be \$110.00 plus tax. Identify yourself as a participant in the NCACTE Spring meeting when making your room reservations. **Hotel: 919-941-5050** Hotel Address is: 4700 Emperor Blvd. Durham, NC

The enclosed **registration form and payment must be completed and returned to NCACTE no later than February 1, 2018. Room reservations must be made by January 15, 2018** to qualify for the group rate. After the cut-off date of January 15, 2018, no reservations will be guaranteed at the special group rate.

Again, this Professional Development Seminar is open to all Career and Technical Educators. Please make plans to join us in Research Triangle Park for this event.

If you are not a member,
it is a great time to join!

**REGISTRATION FOR NCACTE
Spring Professional Development Seminar
Sheraton Imperial Hotel, Durham, NC
February 15-17, 2018**

NAME: _____

NCACTE DIVISION: _____

SCHOOL/ORGANIZATION: _____

*E-MAIL ADDRESS: _____ Cell Phone: _____

HOME ADDRESS: _____

SCHOOL TELEPHONE: _____ HOME TELEPHONE: _____

Registration fee for Member.....\$175.00

Registration fee for Non-Member.....\$225.00

Registration fee after deadline.....\$300.00

Option 1: Make check payable to NCACTE and mail:

**NCACTE
7021 Goshen Road
Oxford, NC 227565**

Option 2: Complete online and send to rbhuff777@gmail.com with Credit Card. A \$5.00 processing fee will be added.

Deadline: February 1, 2018

Notes

Committee Chairmen: It is your responsibility to have a meeting with committee members. If you are not going to be present, please let the President know in advance who will conduct your meeting. Remember you agreed to attend these meetings when you accepted your position. You should send each member of your committee via e-mail a reminder of the meetings at least 2 weeks before the meeting date. Committee members and email addresses can be found on the website www.ncacteonloine.org. Please click on the Leadership Handbook to find the information you will need. All committee chairs should present a report at the Board meeting, and provide a report electronically to the Recording Secretary. It is very important that our committees work together to create a seamless Association

Committee members: Please attend your committee meetings and help plan for the future of NCACTE. Each division needs to be represented. If you are not attending, it is your responsibility to let your division president know and find someone from your division to replace you at the meeting. Remember, attendance is required as you were informed when you accepted the committee appointment.

FUNDRAISER ACTIVITY: The theme will be “March into Spring” for auction items. All participants are encouraged to contribute to the auction by donating items and bidding. This auction is one way we raise money to cover some of the association expenses during the year. Auction items should be given to Elaine Webb-NCACTE Ways and Means Committee Chair during registration on Friday Morning.

Name Badges: Every Board of Directors member should have a NCACTE name badge. All members are reminded to bring their badges with them. Please remember that these badges are to be worn at all state association activities. They are expensive. If you lose them you will be charged for the second badge.