

Date: November 10, 2015

From: Dawn Stevenson, Coordinator – Career and Technical Education

To: CTE Directors Meeting Participants

Re: CTE Summer Conference 2016 – No On-Site Registration

Due to multiple circumstances USOE will **no longer be allowing on-site registrations** at CTE Summer Conference. Below are some guidelines you and your teachers and counselors should be familiar with as we head into the new CTE Summer Conference season.

One of the biggest concerns we have with implementing a new policy like this is your newly hired teachers and counselors that were not able to register in advance due to the date and time they were hired. In order to accommodate this probability we will allow districts to create **blank registrations for new hires**. You will know what positions you still plan to fill before a conference, and you can still plan to include them in their first summer conference experience by making arrangements for the needed blank registrations. The cancellation policies and possible fees will apply to those blank registrations just the same way they apply to any registrant. We encourage you to keep a close eye on those so they do not have a negative impact on your costs.

The first few years of this new policy will most likely have some growing pains. There may be teachers showing up at a conference planning to register on-site. We have all agreed that those teachers will be allowed to **stay and participate as a non-registered attendee**. There are certain conferences where materials for projects, handouts, seating, food, will not be available to those participants.

The specialists have been asked to develop a method of providing **tickets for access to the lunch buffet** lines. These tickets will only be provided to participants that register in advance. After all of the conference registrants have been served, then other non-registered attendees will be allowed lunch service. This, of course, will take place based on food availability.

One of the most desirable reasons for attending summer conferences is the credit available upon completion. **Only registered participants will be awarded credit** at the conclusion of the conference. All non-registered attendees will not qualify for credit.

We are requesting your valuable assistance to help teachers and counselors adapt quickly to this new system. As you establish your district policies and procedures regarding conference attendance we ask that you incentivize the pre-registration process, such as not allowing a teacher to access registration fee and travel/per diem reimbursements, or other stipends you may provide unless they can produce evidence of pre-registration. We are happy to assist you in verifying fully registered attendees versus non-registered attendees. Contact our office and support staff if you need assistance.

Please contact me, (801) 538-7851, if you have any additional questions. Thank you for your support in this matter.