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Please register in advance at dese.mo.gov/commissioner/adminconf

REGISTRATION INCLUDES
• Breakout sessions and keynote presentations
• Reception for new superintendents on Sunday
• Breakfast and lunch on Monday
• Breakfast on Tuesday

FEES & ONLINE REGISTRATION
Attendees registering on or before July 15, 2019, will receive the early registration rate of $225 per person. Groups of three or more from the same district will receive a $200 per person early registration rate. Online registrations received after July 15 will be $250 per person.

Registration fees may be paid by credit card, purchase order or check. Please make checks payable to Custom Meeting Planners and mail to Custom Meeting Planners, P.O. Box 30785, Columbia, MO 65205. A purchase order must be received by mail or fax (573-447-0102) within five business days after online registration is confirmed.

Confirmation of registration will be emailed immediately after completing online registration. If you do not receive a confirmation email, please contact Tammy Bagley at 573-881-4849 or tammy@custommeetingplanners.com.

CANCELLATION POLICY
Registration fees are refundable if a written request is received via email by Custom Meeting Planners (tammy@custommeetingplanners.com) on or before July 17, 2019. No refunds will be authorized after this date, but substitutions will be permitted. Cancellations received after the July 17 deadline will be charged the full registration fee, as will registrants who do not attend.

LODGING
Attendees are responsible for making their own room reservations. Call Tan-Tar-A Conference Center at 573-348-3131 and identify yourself as an attendee of the Missouri Department of Elementary and Secondary Education’s 58th Annual Cooperative Conference for School Administrators.

To reserve a room online, visit Tan-Tar-A.com and choose “GROUPS AND CONFERENCES CLICK HERE.” The group code is ADMN.

The conference rate is $99 plus tax for a standard room. This rate applies to Sunday and Monday nights only and expires after July 5, 2019, or whenever the room block is full. A tax exemption letter must be provided to the hotel in advance.