

Taking Charge of

CHANGE in Missouri

**55th Annual Cooperative Conference
for School Administrators****Holiday Inn Executive Center, Columbia, MO • July 31-August 2, 2016**

Sponsored by the Department of Elementary and Secondary Education

PLEASE REGISTER IN ADVANCE!dese.mo.gov/commissioner/adminconf

REGISTRATION INFORMATION

Registration includes

- Breakout sessions and keynote presentations
- Reception for new superintendents on Sunday
- Breakfast and lunch on Monday
- Breakfast on Tuesday

Fees and online registration

Those attendees registering on or before July 20, 2016, 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 20, 2016, 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 26. No refunds will be authorized after this date, but substitutions will be permitted. Cancellations received after the July 26 deadline will be charged the full registration fee, as will registrants who do not attend.

LODGING

Attendees are responsible for making their room reservations. Please call the hotel directly and identify yourself as an attendee of the Missouri Department of Elementary and Secondary Education's 55th Annual Cooperative Conference for School Administrators. A tax exemption letter must be provided to the hotel in advance. A block of rooms has been reserved at the following hotels:

Holiday Inn Executive Center: Phone 573-445-8531 • Fax 573-445-7607

Drury Inn: Phone 573-445-1800 • Fax 877-517-9017

LaQuinta: Phone 573-445-1899 • Fax 573-445-4338

Comfort Inn & Suites: Phone 573-443-0055 • Fax 573-443-0037



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