

Missouri New Counselor Institute (NCI)
July 9-12, 2018
Holiday Inn Executive Center, Columbia, MO

REGISTRATION FORM DUE: June 18, 2018

Hotel Information:

[Holiday Inn Executive Center, Columbia, MO](#)

2200 I-70 Drive S.W., Columbia, MO 65203

- **Participants are responsible for hotel and travel expenses.**
- NCI room rate of \$96.25 includes taxes and service charges
(Must provide district tax exempt letter to avoid state sales tax.)
- Participants must personally make hotel reservations. 573-445-8531

NCI Payment Policy:

- A \$25.00 **nonrefundable** registration fee is required for **ALL** participants.
- Applications will not be processed without this fee. No purchase orders accepted.
- Checks should be made payable to Treasurer, State of Missouri.
- No on-site registrations will be accepted.

NCI Registration Includes:

- ✓ Program materials and supplies
- ✓ Expert presenters and trainers
- ✓ Experienced school counselor table leaders to assist each participants
- ✓ Dinner on Monday; breakfast and lunch on Tuesday and Wednesday, Breakfast on Thursday is provided.
- ✓ Note: Dinner on Tuesday and Wednesday are “on your own”.

NCI Cancellation Policy:

The \$25.00 nonrefundable registration fee is required for NCI 2018. Participants or schools wishing to cancel must notify Beverly Ponder at the Department of Elementary and Secondary Education no later than June 18, 2018. Otherwise, the Department will not be able to adjust meal counts and will be required to pay all meal charges for any participant that does not attend. **It is the responsibility of participants or their school district to cancel hotel reservations.**

When we receive your application we will email you stating you’re registered for the conference. If you do not hear from us, please contact us before the June 18th deadline.

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