



New Teacher Institute 2016 General Information

Hotel Information:

NTI 2016 will take place at the [Hilton Garden Inn](#), 3300 Vandiver Dr., Columbia, MO 65202. The hotel phone number is (573) 814-5464.

- Participants must make their own hotel reservations and are responsible for all hotel costs. The room rate is \$92.56 for guest rooms with one bed; \$109.20 for two beds per night. This rate includes all applicable taxes and service charges.
- The overflow hotel for this conference is the Holiday Inn Express and Suites, 1402 Cinnamon Hill Lane, Columbia, MO 65201. Room rates are \$109.20 per night. The hotel phone number is 573-442-8034.

NTI Cancellation Policy:

- A \$25.00 nonrefundable registration fee is required for NTI 2016.
- Participants or schools wishing to cancel must notify DESE no later than July 1, 2016. Otherwise, the agency will not be able to adjust meal counts and will be required to pay meal charges in excess of \$100.00 for any participant that does not attend.
- Applications will not be processed without this fee.
- Checks should be made payable to Treasurer, State of Missouri
- No on-site registrations will be accepted.
- It is the responsibility of participants or their school district to cancel hotel reservations.

NTI Registration Includes:

- ✓ All materials and supplies
- ✓ Expert speakers and trainers
- ✓ Expert teacher leaders to assist each participant
- ✓ Dinner on Sunday; breakfast and lunch on Monday, Tuesday, and Wednesday (Dinner on Monday, Tuesday, and Wednesday are "on-your-own")

College Credit:

Participants will have an opportunity to take NTI for college credit from the University of Central Missouri. Tuition is not included in NTI; participants are responsible for all tuition fees. Information about credit will be provided during NTI.



NTI 2016 Checklist

Please bring the following items with you to NTI July 31-August 3, 2016. You will be using these materials in the training.

- Most current syllabus for the course(s)/program you will be teaching. A syllabus is an overview of the course or program.
- Curriculum that was used in your program last year and/or you anticipate using in the upcoming school year. You may need to share curriculum with others if you or they do not have access to this.
- Textbooks or primary student and teacher resources used in your class(es). Do not bring all of your resources. Bring what would be helpful as you develop a lesson plan you might use the first week or two of school.
- School or District Student Handbook and Faculty Handbook. These handbooks are helpful as you develop a classroom management plan.
- Laptop or notebook computer. Be sure to check your computer can access the hotel Wi-Fi network. Although not a necessity, it is helpful if your computer can access Google Docs, Moodle, and will allow you to exchange information with your cohort group via a Gmail account.
- Pens/pencils
- If you plan to take NTI for college credit through the University of Central Missouri, please bring proof of identity for UCM enrollment form.
(Tuition and fees to CMU related to college credit are not included in NTI)
- Jacket or sweater for air-conditioned meeting rooms
- Comfortable walking shoes

You will be provided with a textbook, participant notebook, when you arrive July 31. You will also be given a flash drive that includes a copy of the participant notebook and other resources. The conference begins at 2:00; please arrive by 1:45. Once you arrive, you will be introduced to your cohort leader. You will be working with the same cohort of new teachers throughout the training.

Dinner will be provided on Sunday, July 31. Breakfast and lunch will be provided August 1-3. All other meals are "on your own."