

HARVEY PUBLIC SCHOOLS DISTRICT 152
CONFERENCE / CONVENTION / WORKSHOP ATTENDANCE REQUEST

RECEIVED
1/24/18

Please submit one copy of any information you may have concerning this request at least TWO WEEKS BEFORE requested c / c / w date(s).

(PLEASE PRINT)

Name of Person: GINA WHITLOW
Grade / Subject / School: CENTRAL OFFICE
Name / Date of C / C / W: SCHOOL DUDE UNIVERSITY / MARCH 18-21, 2018
Location of C / C / W: SHERATON SAN DIEGO HOTEL + MARINA,
SAN DIEGO, CA

Give a tentative summary of expected expenses:

Registration: \$ 795.-
Travel: \$ 312.96 March 17-21 Southwest
Food: \$ _____
Lodging: \$ 551.69 Holiday Inn San Diego - Bayside
Other: \$ _____
Estimated Total: \$ _____

Will a substitute be required? Yes: _____ No: X All Day? Yes: X No: _____ AM / PM

Long Range Plan: _____ Goal: X Explain what you desire to gain by attendance:

To become more efficient with the new software we will
be using for Tech Tickets + District Inventory - School Dude + Insight

G. Whitlow 01/24/18
Applicant's Signature & Date

Principal's Signature & Date

[Signature] 1-24-18
Administrator's Signature & Date

NOTE: IF APPROVED, A WRITTEN REPORT MUST BE SUBMITTED TO SUPERINTENDENT OR ADMINISTRATOR WITHIN ONE WEEK AFTER THE CONFERENCE / CONVENTION / WORKSHOP.

OFFICE USE ONLY

APPROVED _____ DATE _____ DISAPPROVED _____ DATE _____

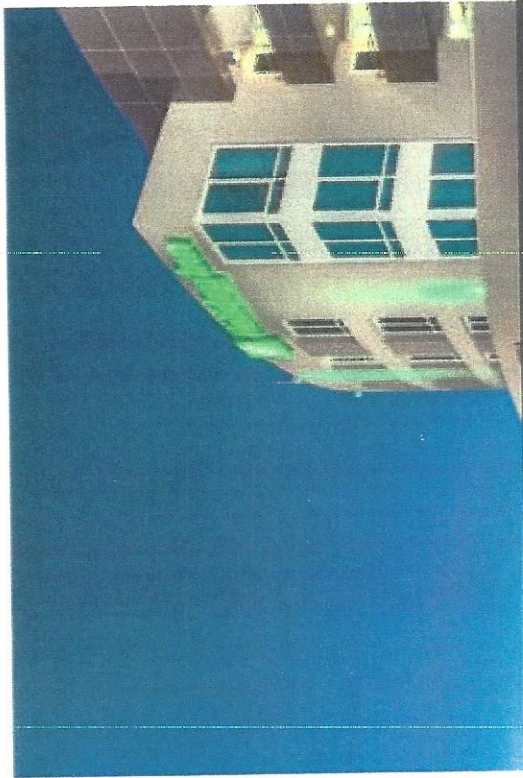
Account Name & Number: _____
PO # _____ CHECK REQUEST: Accounts Payable _____ Payroll _____ Imprest _____

Substitute Account Name & Number: _____

Name of Substitute Called: _____

Business Manager Signature / Date

Lela G. Bridges
Superintendent's Signature / Date



Holiday Inn

San Diego - Bayside

4875 North Harbor Drive,
San Diego CA 92106
United States

Check in: 04:00 PM | Check out: 12:00 PM

3/17/2018 - 3/21/2018 | 4 Nights | 1 | 1

1 KING BED ECONOMY NONSMOKING

YOUR RATE by IHG® Rewards Club Advance Purchase

Only 5 Room s left!

Average Est Room Total Per Night:

120.05 USD

Estimated Total :

540.65 USD

Chicago (Midway), IL to San Diego, CA



Total Price: \$312.96

ITINERARY

Travel Date

Flight Segments

Flight Summary

DEPART
MAR 17

08:50 AM Depart Chicago (Midway), IL (MDW) on Southwest Airlines

Flight #4537
Southwest

Saturday, March 17, 2018

SAT

11:15 AM Arrive in San Diego, CA (SAN)

WiFi available

Travel Time 4 h 25 m
(Nonstop)
Wanna Get Away

RETURN
MAR 21

03:10 PM Depart San Diego, CA (SAN) on Southwest Airlines

Flight #884
Southwest

Wednesday, March 21, 2018

WED

09:00 PM Arrive in Chicago (Midway), IL (MDW)

WiFi available

Travel Time 3 h 50 m
(Nonstop)
Wanna Get Away

Agenda

We have designed a schedule that is flexible, yet ensures a valuable learning experience.

Activities and times subject to change.

SUNDAY, MARCH 18

- 7:00a - 8:00a Breakfast
- 8:00a - 1:00p Registration Open
- 8:00a - 1:00p Certification Exams
- 1:00p - 3:00p Conference Kickoff & Industry Sessions
- 3:30p - 5:00p Opening Session & Keynote Speaker
- 5:15p - 7:15p Welcome Reception

MONDAY, MARCH 19

- 7:00a - 8:00a Breakfast
- 8:00a - 12:00p Professional Development, Leadership & Industry Specific Workshops
- 9:00a - 6:00p Learning Lab Open
- 4:00p - 6:00p Exhibits Open & Reception

TUESDAY, MARCH 20

- 7:00a - 8:00a Breakfast Served
- 8:00a - 6:00p Learning Lab Open Sessions
- 8:00a - 12:00p Networking Lunch Sessions
- 12:00p - 1:00p
- 1:00p - 5:00p Dinner & Client Appreciation Party
- 7:00p - 10:00p

WEDNESDAY, MARCH 21

- 7:00a - 8:00a Breakfast
- 7:30a - 11:00a Learning Lab Open Sessions
- 8:00a - 11:00a
- 11:00a Conference Concludes