

# HARVEY PUBLIC SCHOOLS DISTRICT 152

## CONFERENCE/CONVENTION/WORKSHOP ATTENDANCE REQUEST

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

Name of Person (please print): Jacquana GIPSON

Grade/Subject/School: Bryant

Name/Date of C/C/W: 6/29 — 7/1/2015

Location of C/C/W: Philadelphia

Give a tentative summary of expected expenses(s):

Registration:	\$ <u>1,082<sup>00</sup></u>
Travel:	\$ <u>618<sup>20</sup></u>
Food:	\$ <u>TBD</u>
Lodging:	\$ <u>272 (per night)</u>
Other:	\$ _____
Estimated Total:	\$ _____

Will a substitute be required? Yes \_\_\_ No  All Day? Yes \_\_\_ No \_\_\_ AM \_\_\_ PM \_\_\_

LONG RANGE PLAN \_\_\_ GOAL  Explain what you desire to gain by attendance:

It is my desire that I use the knowledge gained from this conference to implement several technology directed initiatives in my building and then the district.

Gipson 5/20/2015 \_\_\_\_\_ [Signature]  
Applicant's Sig/Date Principal's Sig/Date Administrator's Sig/Date

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

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### OFFICE USE ONLY

APPROVED  \_\_\_\_\_ DATE \_\_\_\_\_ DISAPPROVED \_\_\_\_\_ DATE \_\_\_\_\_

Account Name & Number: Title II

PO # \_\_\_\_\_ CHECK REQUEST: Accounts Payable \_\_\_\_\_ Payroll \_\_\_\_\_ Imprest \_\_\_\_\_

Substitute Account Name/Number: \_\_\_\_\_

Name of Substitute Called: \_\_\_\_\_

Business Manager Signature/Date

[Signature]  
Superintendent's Signature/Date

## Adam Moore

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**From:** Jacqanai Gipson  
**Sent:** Monday, June 01, 2015 10:16 AM  
**To:** Adam Moore  
**Subject:** Fw: ISTE 2015 registration confirmed

As always, keep smiling...

Jacqanai Gipson, Principal  
Bryant Elementary School  
14730 South Main Street  
Harvey, Illinois 60426  
Phone: 708.331.1390  
Fax: 708.225.9510

*"Some rely on stocks and bonds in order to gain security. Others invest in children's lives and are builders for eternity."*

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**From:** iste@iste.org <iste@iste.org>  
**Sent:** Monday, June 1, 2015 10:12 AM  
**To:** Jacqanai Gipson  
**Subject:** ISTE 2015 registration confirmed

ISTE 2015 registration confirmation



## Registration confirmation

**Confirmation #14025823**

**Contact info**  
Jacqanai Simmons-Gipson  
Bryant Middle School

**Work:**  
14730 Main St

Harvey, IL 60426-1923  
United States

Work Phone: 708.288.4972  
Email: [jgipson@harvey152.org](mailto:jgipson@harvey152.org)

### Registration options

Description	Cost
Conference registration (CREG)	\$349.00
Standard Membership (STD)	\$115.00
Create a Paperless Learning Environment with Google Classroom (WM201)	\$63.00
Build-a-Blog: Redefining Writing With a Global Audience (WM213)	\$63.00
Strategies for Guiding Sustainable Change in Any Organization (WH224)	\$123.00
Passion-Based Learning: Genius Hour, 20Time and Innovation Day (WH308)	\$123.00
Making it REAL: Read, Research, Create, Present with Tech (WH321)	\$123.00
Getting Connected in the Early Years (WH406)	\$123.00
<b>Grand total:</b>	<b>\$1,082.00</b>

**NOTE:** All prices are in U.S. dollars.

### Payment Information

Your credit card has been charged: **\$1,082.00**

### Cancellation/substitution policy

ISTE will accept conference and workshop registration cancellations through June 15, 2015. Full conference registration cancellations will be subject to a \$135 service fee. Student/retired educator and one-day registration cancellations will be subject to a \$89 service fee. After the cancellation deadline, no refunds will be granted. If you are unable to attend, you may substitute another individual in your place at no extra charge, but the replacement's registration fee will be subject to pricing based on her/his ISTE membership status.

All cancellations must be submitted in writing. Send an email to [iste@iste.org](mailto:iste@iste.org) or fax to 1.541.346.3545.

#### Questions?

For help or additional instructions, please call the Registration Office at 1.800.336.5191; Press 2 (U.S. and Canada) or 1.541.302.3777 (International), or reply to this email.

Mailing Address:

ISTE 2015

1277 University of Oregon

Eugene, OR 97403-1277

Make checks and purchase orders payable to: ISTE

ISTE Tax ID#: 93-0746782

### Housing opportunity:

Click on the link below to go directly to the online housing reservation form. Your contact information will be automatically forwarded to the housing form.

Please be aware that the next page to appear will be the Hotel Search for Availability/Hotel List. Your contact information will not be displayed until you commit to making a hotel reservation.

**Note: for security reasons, your payment information will not be forwarded, therefore you will need to re-enter it on the online housing reservation form.**

Please proceed to the [online housing reservation system](#).

Connected learning. **Connected world.**<sup>™</sup>

**isteconference.org**

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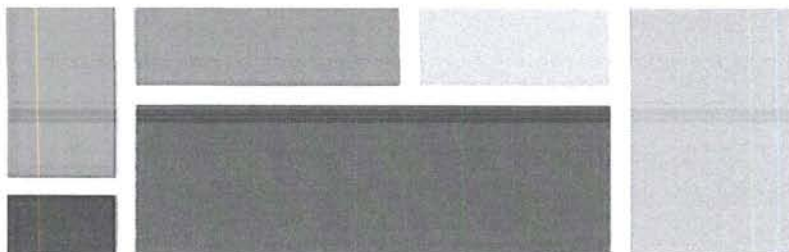
For any written correspondence, you may contact us at:

International Society for Technology in Education  
Operations/Member Services: 180 West 8th Ave., Suite 300, Eugene OR 94701-2916  
Headquarters: 1530 Wilson Boulevard, Suite 730, Arlington, VA 22209

1.800.280.6218 (US & Canada) or 1.541.346.3537 (Int'l)  
[iste@iste.org](mailto:iste@iste.org), <http://isteconference.org>

## Denean Adams

**From:** ISTE 2015 Housing Customer Service <email\_confirm@confmail.experient-inc.com>  
**Sent:** Monday, April 06, 2015 9:49 AM  
**To:** Denean Adams  
**Subject:** Your ISTE 2015 Hotel Reservation in Philadelphia {STE151:10046}



\*\*\* This is an automated confirmation from the ISTE 2015 Housing Bureau. Please do not reply to this e-mail. \*\*\*

Confirmation ID: 10046  
Jaqueline Gipson  
16001 Lincoln Ave  
64026

Dear Jaqueline Gipson :

Thank you for making your hotel reservation(s) for ISTE 2015 in Philadelphia June 28 through July 1, 2015. We look forward to sharing, innovating and learning with you!

Please review your reservation for accuracy and follow the instructions below if you need to make any changes.

PLEASE NOTE: Your housing confirmation ID assures that we have received your reservation. You will receive a separate hotel confirmation number once we release final bookings to your hotel. Please do NOT contact your assigned hotel until after **June 4, 2015**, when final bookings are released. It may take a few days for your information to become available within that system.

## Housing

### HILTON PHILADELPHIA PENN'S LANDING (FORMERLY HYATT REGENCY PHILADELPHIA)

<i>Status</i>	<i>Category</i>	<i>Occupancy</i>
CONFIRM	DOUBLE/DOUBLE ROOM	Adults: 1 Children: 0
<i>Arrival</i>	<i>Departure</i>	<i>Guests In Room</i>
28 June 2015	1 July 2015	Jaqueline Gipson
<i>Daily Rate</i>	<i>Room Tax</i>	<i>Deposit</i>
\$272.00	15.50%	Credit Card Guarantee Denean Adams *****1213
<i>Resort Fee</i>	<i>Occupancy Tax</i>	
\$0.00	\$0.00	Note: Taxes and fees are subject to change without notice
<i>Hotel Cancellation Policy</i>		
Cancellations will be accepted prior to April 9, 2015 with no cancellation penalty. Cancellations submitted between 5 p.m. ET on April 9, 2015, and 5 p.m. ET on June 4, 2015, are subject to a \$150 cancellation fee.		
<i>Comments</i>		
Bedding Request: Two Bed		

Total Charges

Paid

Balance Due

\$0.00

\$0.00

\$0.00

## MODIFICATIONS/CANCELLATIONS

**Please Note: No cancellations will be taken over the phone.**

Please review the hotel cancellation policy listed above for cancellation fees and deadlines.

Modifications or cancellations can be made through our system until 5 p.m. ET on June 4, 2015. After June 4, 2015, you must make all modifications or cancellations directly through your hotel. Please do NOT contact your assigned hotel until after June 4, 2015.

### Online:

- [Attendee modifications](#)
- [Exhibitor modifications](#)

**Email:** [iste@experient-inc.com](mailto:iste@experient-inc.com)

**Phone:** 866.229.2386 (U.S.) or 1.301.694.5243 (international)

**Fax:** 301.694.5124

## FORM OF GUARANTEE

All room reservations require a credit card for processing. Your credit card guarantees your reservation and may be charged in advance of your arrival. Your card will be charged if you cancel after the cancellation deadline or if you fail to show up on your expected arrival date.

If you will not be traveling with the credit card you plan on using to pay for your reservation, contact the hotel to obtain a credit card authorization form. This should be done at least two weeks prior to arrival to allow ample time for processing.

## EARLY DEPARTURE FEE

Please verify your departure date, as some hotels may charge a fee if you leave before your confirmed date.