

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): Johnetta Miller

Grade/Subject/School: _____

Name/Date of C/C/W: June 28th - July 1st

Location of C/C/W: Philadelphia

Give a tentative summary of expected expenses(s):

Registration:	\$ <u>831</u>
Travel:	\$ _____
Food:	\$ _____
Lodging:	\$ _____
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:

Learn the keys + highlights to enhance our technology department

Applicant's Sig/Date [Signature]

Principal's Sig/Date [Signature]

Administrator's Sig/Date [Signature]

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: 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

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)

Status	Category	Occupancy
CONFIRM	DOUBLE/DOUBLE ROOM	Adults: 1 Children: 0
Arrival	Departure	Guests In Room
28 June 2015	1 July 2015	Jaqueline Gipson
Daily Rate	Room Tax	Deposit
\$272.00	15.50%	Credit Card Guarantee
		Denean Adams *****1213
Resort Fee	Occupancy Tax	Note: Taxes and fees are subject to change without notice
\$0.00	\$0.00	
Hotel Cancellation Policy		
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.		
Comments		
Bedding Request: Two Bed		

<i>Total Charges</i>	<i>Paid</i>	<i>Balance Due</i>
\$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

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.

Adam Moore

From: Johnnetta Miller
Sent: Monday, June 01, 2015 10:44 AM
To: Adam Moore
Subject: Fw: ISTE 2015 registration confirmed

Johnnetta Miller, Director of Teaching and Learning
Harvey School District 152
16001 Lincoln Avenue, Harvey, IL 60426
P: 708-333-0300 F:708-333-0349 C:847-757-9554
jmiller@harvey152.org - johnnettamiller@gmail.com

*** CONFIDENTIALITY NOTICE:** This message and any attachments are confidential and may contain privileged information, including FERPA protected information. If you are not the named recipient of this message, please immediately alert the sender and destroy this message and its attachments without disclosing the contents to anyone or using them for any purpose.

From: iste@iste.org <iste@iste.org>
Sent: Monday, June 1, 2015 10:42 AM
To: Johnnetta Miller
Subject: ISTE 2015 registration confirmed

ISTE 2015 registration confirmation



Registration confirmation

Confirmation #14025836

Contact info

Johnnetta Miller
Harvey School District 152

Work:

16001 Lincoln Ave
Harvey, IL 60426-4916
United States

Work Phone: 708.333.0300
Email: jmiller@harvey152.org

Registration options

Description	Cost
Conference registration (CREG)	\$349.00

Responsive Teaching with Powerful Online Tools for Reading, Speaking and Writing (WM220)	\$63.00
Flip Your Class from Start to Finish (WH306)	\$123.00
Grand total:	\$773.00

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

Payment Information

Your credit card has been charged: **\$773.00**

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 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.**

isteconference.org

Follow us



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, <http://isteconference.org>