

# 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): Adam Moore

Grade/Subject/School: Central Office

Name/Date of C/C/W: IASB - IASA

Location of C/C/W: Chicago, IL

Give a tentative summary of expected expenses(s):

Registration:	\$	_____
Travel:	\$	_____
Food:	\$	_____
Lodging:	\$	179, each night
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:

Better understand official processes by which educational organizations operate

[Signature] 8/5/15  
Applicant's Sig/Date

\_\_\_\_\_  
Principal's Sig/Date

[Signature]  
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.

### OFFICE USE ONLY

APPROVED  DATE 8/5/2015 DISAPPROVED  DATE \_\_\_\_\_

Account Name & Number: \_\_\_\_\_

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

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

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

\_\_\_\_\_  
Business Manager Signature/Date

[Signature]  
Superintendent's Signature/Date

June 15, 2015

To: Joint Annual Conference Registrants  
From: Lisa Weitzel, IASB Conference Chair  
Subject: 2015 IASB/IASA/IASBO Joint Annual Conference  
November 20-22, 2015  
Headquarters Hotels: Hyatt Regency Chicago and Sheraton Chicago Hotel & Towers

Illinois Association  
of School BoardsIllinois Association of  
School AdministratorsIllinois Association of  
School Business Officials

As your 2015 Chair, I am thrilled to bring you another Joint Annual Conference of the Illinois Association of School Boards, Illinois Association of School Administrators and Illinois Association of School Business Officials. This year promises to be an outstanding opportunity for local school leaders to learn from experts, network with peers, and continue lighting the way in support of quality public education.

Joint Annual Conference attendees are **ready** to build relationships, **set** to seek out expertise, and willing to work together to grow and develop the ability to **lead**. As educational leaders, we know we cannot do this work alone, so we gather at conference to share, learn, and connect. Leaders in Illinois education will leave the Conference **ready** for the challenges of public education; **set** to share their newly-acquired wisdom and knowledge, ultimately to **lead** their schools, districts, and communities to new levels of success.

The members and staffs of IASB, IASA and Illinois ASBO are planning panels and sessions related to leadership training, program development, and legislative issues designed to assist board members and administrators throughout Illinois.

In the coming weeks, you will receive additional information regarding programs and registration. For now, we would like to highlight a few of the 2015 conference offerings.

Participants in the 2015 Joint Annual Conference will be:

- **Ready** to tackle in-depth issues such as superintendent evaluations and data monitoring by attending a Pre-Conference Workshop.
- **Set** to experience and observe successful programs in the Chicago Public Schools by touring one of several local exemplary schools.
- **Ready** to have improved meetings and support by participating in the School Board/District Secretary Program.
- **Set** to experience success by “knowing what you were born to do and doing it,” with speaker DeDe Murcer Moffet, presenter of *Wake Up, Stand Up & Snap Out of It!*
- **Ready** to develop as a leader after hearing speaker Freeman Hrabowski, president of the University of Maryland and one of *Time* magazine’s most influential people in the world.
- **Set** to “make a positive difference at work and in life” with words of wisdom from Kevin Brown, Assistant Vice President of SERVPRO.
- **Ready** to make wise decisions after viewing the largest statewide collection of school exhibits, covering virtually every school district need.
- **Set** to help their districts, schools, staff, and students by experiencing presentations from successful programs, presented by knowledgeable panelists and school leaders from across Illinois.

And as a result, Conference participants will be better-prepared to **lead** public education into 2016 and beyond.

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**ILLINOIS ASSOCIATION  
OF SCHOOL BOARDS**2921 Baker Drive  
Springfield, Illinois  
62703-5929217/528-9688  
Fax: 217/528-2831[www.iasb.com](http://www.iasb.com)

# DISTRICT HOUSING FORM **Must be mailed — do not fax.**

IASB Meetings Management Department will process your hotel request and return a copy, with the designated hotel circled. Before completing this form please read the housing information. After you receive your confirmation from the placed hotel, communication regarding hotel accommodations should be directed to the hotel in-house reservation manager of the assigned hotel.

County Code \_\_\_\_\_ Dist. No. 152 Email amoore@harvey152.org  
 Dist. Telephone 708 516-6983  
 Superintendent Dr. DENAN ADAMS  
 District 152  
 Street 16001 S. Lincoln Ave  
 City/State/Zip HARVEY, IL 60426

Credit Card Information:  Visa  MasterCard  Discover Credit Card # \_\_\_\_\_ Exp. Date \_\_\_\_\_

If utilizing a credit card, make sure the daily limit will cover all submitted fees. Security code not required. **A \$10 non-refundable processing fee will be added to each credit card transaction.** Cardholder Signature \_\_\_\_\_



**83<sup>rd</sup> IASB·IASA·IASBO  
 Joint Annual Conference**  
 November 20-22, 2015 • Chicago

ROOM RATE	Name ONLY hotels that you will accept.
Hyatt Regency Chicago (Headquarters), 151 East Wacker Drive, 312/565-1234 (complimentary internet) . . . . . \$188	1. <u>Intercontinental</u>
Sheraton Chicago (Headquarters), 301 East North Water Street, 312/464-1000 . . . . . \$188	2. <u>Chicago Marriott</u>
Chicago Marriott, 540 North Michigan Avenue, 312/836-0100 . . . . . \$179	3. _____
Embassy Suites, 511 N. Columbus Drive, 312/836-5900 . . . . . \$199	4. _____
Fairmont Hotel, 200 N. Columbus Drive, 312/565-8000 (complimentary internet) . . . . . \$180	5. _____
Intercontinental Hotel, 505 North Michigan Avenue, 312/944-4100 (complimentary internet) . . . . . \$179	6. _____
Swissotel, 323 East Wacker Drive, 312/565-0665 . . . . . \$181	

Housing form without the non-refundable \$200 per room reserved deposit(s) AND completed registration form/fees will not be processed until all forms/fees are received in the Springfield IASB office.

No.	Room Occupant(s) All persons listed on this form must be for the same hotel. If requesting rooms at more than one hotel, please complete a separate form.	Email Address If no email address is provided, confirmations will be sent to the district office.	November		Guaranteed	Room Type (Check One)		Billing (Check One)	
			Arrival	Departure		Single	Dbl/Dbl	Individual	District
1.	<u>Adam Moore</u>	<u>amoore@harvey152.org</u>	<u>20</u>	<u>22</u>					
2.									
3.									
4.									
5.									
6.									
7.									
8.									
9.									
10.									
11.									
12.									
13.									
14.									
15.									

Special needs \_\_\_\_\_ **Total rooms** 1

**Billing Authorization:** The undersigned individual is the superintendent for this school district and, as such, has responsibility for authorizing payment for rooms, meals, and incidentals incurred by the above-designated individual(s) and will process payment for same upon receipt of a statement for charges from the hotel.

Bill room/tax only to the district.  Bill all charges to the district. Signature \_\_\_\_\_

Mail to IASB Conference Registration/Housing, 2921 Baker Drive, Springfield, IL 62703. IASB use only