

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

Please submit your request with all support at least **TWO WEEKS BEFORE** requested C/W/W date(s).

Name of Person (please print): Nicole Fishman

Grade/Subject/School: District office

Name of C/C/W: International Baccalaureate Conference 2019

Date / Location of C/C/W: July 18-21 New Orleans

Give a tentative summary of expected expense(s):

Registration: \$ 1095

Travel: \$ 500

Food: \$ Per diem \$71.00 per day = \$284.00

Lodging: \$ 864.48

Other: \$ \_\_\_\_\_

Estimated Total: \$ 2743.48

Will a substitute be required? \_\_\_ Yes ☒ \_\_\_ No \_\_\_ All Day \_\_\_ A.M. \_\_\_ P.M.

LONG RANGE PLANS \_\_\_ GOALS \_\_\_ Explain what you desire to gain by attendance.

Implementation & IB programming

Nicole Fishman

Applicant's Sig./Date

N/A

Principal's Sig./Date

N/A

Administrator's Sig./Date

**NOTE: IF APPROVED, A WRITTEN REPORT MUST BE SUBMITTED TO THE PROGRAM ADMINISTRATOR WITHIN TWO WEEKS AFTER THE CONFERENCE/CONVENTION/WORKSHOP. ALONG WITH THE APPLICABLE EXPENSE REPORT. EXPENSES WITHOUT VALID RECEIPTS WILL NOT BE HONORED.**

\*\*\*\*\*

Approved Date: \_\_\_\_\_ Disapproved Date: \_\_\_\_\_

Account Name/Number: 10.5.2210.390.4620.99.01 P.O. # \_\_\_\_\_

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

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

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

Mark Hall 4-9-19

Business Manager Signature/Date

John 4-10-19

Superintendent's Signature Date

COPIES TO: \_\_\_\_\_

FORM #140 REVISED 8/01

# Register

Via the online registration link, you can register for the full conference and purchase additional passes for the pre-conference sessions taking place on 18 July 2019.

You can plan your conference visit in advance by reviewing the [full schedule](#). If you're looking for information on registering as a sponsor or exhibitor, please visit our [dedicated sponsors and exhibitors page](#).

## Registration options

Below, you'll find details about each registration option. Once you've registered, add yourself to the [Facebook event](#) to keep up to date with conference news.

### Full conference registration: US\$1095 (*early bird registration \$995 until 31 January 2019*)

Includes:

- all conference activities
- opening reception on Thursday 18 July
- lunch and refreshment breaks on Friday 19 July
- lunch, refreshment breaks and closing celebration on Saturday 20 July
- refreshment break on Sunday 21 July

Register now

### Full-day pre-conference sessions: US \$250

*(purchase of a full conference registration is required for participation)*

Includes: lunch and a refreshment break on Thursday 18 July

Register now

### Companion special events pass: US\$100 for Opening Reception & US\$150 for Closing Dinner

A companion special events pass allows conference participants to bring a companion to one of the following events:

- opening reception on Thursday evening, 18 July 2019
- closing dinner and reception on 20 July 2019

You can select which event(s) you would like a pass for in your companion's registration form. We encourage attendees to register their companion as early as possible as limited space is available. Please note that companions may not attend other conference events and meals.

Register now

## Cancellation policy

Any cancellation before 27 June 2019 will incur a credit note of the full amount of the registration fee. There will be no refunds for cancellations made either on 27 June 2019 or afterwards.

## How to pay

If you need further information on payments, [please read our guidance on how to pay.](#)

If you have any questions about registration, please contact IB Americas at +1 301 202 3025 or via [email.](#)

# IB Global Conference

Jul 18, 2019 - Jul 21, 2019

## Reservation Details

ACKNOWLEDGEMENT NUMBER:32LT5LWC



**Hilton**  
NEW ORLEANS RIVERSIDE

**HILTON NEW ORLEANS RIVERSIDE**

Two Poydras Street , New Orleans , LA 70130 , UNITED STATES  
msynh-Reservations@hilton.com  
www1.hilton.com/en\_US/hi/hotel/MSYNHHH/index.do

### CITY VIEW 2 QUEEN BEDS

DATES: Jul 17, 2019 - Jul 21, 2019

4 nights , 1 adult , 0 children

#### RATES

#### TAXES & FEES

USD 740.00  
USD 124.48  
USD 864.48

#### TOTAL ROOM PRICE

#### ADD-ONS

#### SUBTOTAL

USD 864.48

#### GUEST SUMMARY



4/5/2019

**NICOLE FISHMAN**

6501 S. Kimbark, 3N,  
Chicago, IL, 60637  
US

nfishman@harvey152.org  
2244400142

Jul 17, 2019 - Jul 21, 2019

**PAYMENT INFORMATION**

Credit Card  
MasterCard  
\*\*\*\*\*4931  
\*\* / \*\*

**BILLING ADDRESS**

Nicole Fishman  
6501 S. Kimbark, 3N,  
Chicago, IL, 60637  
US  
2244400142

**RATES**

Jul 17, 2019 - USD 185.00  
Jul 18, 2019 - USD 185.00  
Jul 19, 2019 - USD 185.00  
Jul 20, 2019 - USD 185.00

**OTHER INFORMATION**

**SMOKING PREFERENCE:** No Preference  
**ACCESSIBLE:** No

**POLICIES**

**ROOM POLICIES**

- Tax is not included  
**TAX POLICY**

Room rates shown do not include 15.75% Tax, plus \$3.00 Occupancy Fee Per Night (subject to change without notice). Total charges presented on the website will include applicable room tax and any resort fees. \*Sales Tax increase in effect as of April 1, 2016 of 15.75% plus \$3.00 Occupancy Fee Per Night\*

**CANCEL POLICY**

- A deposit equal to one night's stay is required to guarantee your reservation; refundable up to 72 hours in advance of your arrival date.

- *Your credit card will be charged within 24 hours; reservations with declined credit cards will be cancelled.*

## CHILDREN POLICY

Children 18 years or younger will stay free of charge in their parent's room.

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