

**LYON COUNTY SCHOOL DISTRICT
TRAVEL REQUEST**

NOTE: See LCSD Board Policy GBCF: Work-Related Travel for all requirements.

Name(s) of Attendees Stephen Myler
SCHOOL Fernley High School
NAME OF CONFERENCE: The Midwest Clinic International Band & Orchestra Conference
(Do Not Use Acronyms)
(ATTACH conference program information and provide website address)
CITY/STATE OF CONFERENCE: Chicago, Illinois
DATE OF DEPARTURE: December 17, 2025 DATE OF RETURN: December 21, 2025

Training/Travel/Conference is (check all that apply): Mandated by the state ☐ Mandated by the district ☐
Needed for certification/licensing ☐ Related to the District Performance Plan ☐ Related to our School ☐
Performance Plan ☐ Related to a specific program/course ☒ Other ☒

Provide a detailed description below of the focus of the conference, and how attending will have a positive impact on climate, culture, and student learning.

This event is a Professional learning Conference for instrumental band directors. It is an opportunity to earn Professional Development hours that are specific to Music. There are many Professional Development opportunities out there, but music opportunities are harder to come by.

I would like to become a better music Director and attending this conference will help me experience more opportunities for boosting my students' learning and for me to teach more directly to the my students' performance skills. I have a broad range of musical learners that came from the middle school that do not yet read music. I aim to learn more ways to help them develop their literacy as quickly as possible, so I can get them up to a high school level of performance.

This conference will also allow to view Instrument products out their, so I can make ore educated purchases for the music department and make contacts that can help in these areas. A band program requires a lot of time, resources, both monetary and social. This conference will be a great opportunity to gain more social resources.

TRAVEL APPROVED: Date

TRAVEL APPROVED: Date 10/9/25

 10.6.25
Site administrator or supervisor signature

Superintendent or designee signature

District Office Use Only

Received by District Office Date: 10/7/25

Board Approved: Yes () No () Date: _____

Please ensure that you read and comply with Lyon County School District Policy GBCF: Work-Related Travel when completing this form and submitting for reimbursable items. Properly mark the funding source of the travel.

ESTIMATED EXPENSES

If funded by a grant or other, specify grant/other name here: _____

					District Office	Grant	School Site	Other
BUDGET#	100.161.0000.000.2410.580.10601				Total			
Registration Fees:	Attendees	1	x	230	Reg. fee	\$	230.	
								☒
BUDGET#	100.161.0000.000.2410.580.10601							
Travel By:	Air					\$	404.54	
	(Air, district car, private car for personal convenience, etc.)							☒
BUDGET#	100.161.0000.000.2410.580.10601							
Lodging:	Room rate	\$	125.72	x	4	nights	\$	502.87
								☒
(Use GSA ratings for lodging and meals www.gsa.gov ATTENDEE WILL OWE DIFFERENCE if applicable) <u>lodging receipts must be obtained and sent to District Office upon return.</u>								
Meals:	Breakfast	\$	23	x	3	days	\$	69
								☒
	Lunch	\$	26	x	4	days	\$	104
								☒
	Dinner	\$	38	x	4	days	\$	152
								☒
	Incidental	\$	5	x	4	days	\$	20
								☒
Substitutes:	# of Days			x	\$	/day		
								☐
Other transportation fees: (i.e. car rental, taxi, shuttle, parking, mileage to/from airport, etc.)					\$			☐
					\$			☐
Other Miscellaneous expenses: (attach explanation)					\$			☐
TOTAL EXPENSES					\$	1482.44		☐

****FAILURE TO COMPLETE ANY PART OF THIS FORM WILL RESULT IN THE FORM BEING RETURNED AND/OR TRAVEL DENIED.**

Conference Information

Conference Dates & Times:	December 17, 2025 8:15 AM - December 19, 2025 6:45 PM
Name of where conference/training is being held (i.e. Hotel, School, College, Convention Center):	McCormick Place West, 2317 S Indiana Ave, Chicago, IL 60616

Airline Information

Note: Conference registration and travel arrangements will only be made after school board approval. Only airfare, lodging, and conference registration are eligible for payment prior to traveling. All other expenses will be reimbursed after travel per LCSD Policy GBCF: Work-Related Travel.

Attach your preferred and most economical flight schedule (i.e. Southwest, Delta, United, etc.)

Date & Time you wish to DEPART:	12/16/25 7:15 am
Date & Time you wish to RETURN:	12/21/25 3:42 pm
List any special notes here:	I will be paying for my own lodging on the 20th

Are you renting a car? ☐ Yes ☒ No How many days? 0

Note: Car insurance should be declined as the district insurance provides adequate coverage.

Lodging Information

Note: Lodging must be made by Attendee or Site for purchase order payments only. No district office credit card charges.

Lodging GSA (Per Diem Rate) : 142	All travelers agree to share lodging as appropriate? ☒ Yes ☐ No
Register under what name(s)?	Stephen Myler
Name, Address, Phone number of lodging establishment:	Best Western Grant Park Hotel, 1100 S Michigan Ave, Chicago, IL 60605

DEADLINE DATE: _____ Code Information: _____

NOTE: Please furnish a copy of any information you have on the conference, workshop, training, etc. Please email travel request with SIGNATURES to Superintendent's office for approval.



Invoice/Receipt

The Midwest Clinic

1340 International Pkwy, Suite 200
Woodridge, IL 60517

The 79th Midwest Clinic - December 17-19, 2025

Stephen Myler

1300 HWY 95A
Fernley, NV 89408

Charges

Invoice #INV-74034

Item	Qty	Unit Price	Subtotal
Registration Types : Professional Selected	1	230.00	230.00
Item Subtotal:			230.00
Discounts:			-0.00
Tax:			0.00
Total:			230.00

If you wish to pay an outstanding balance via credit card, you can do so by following the link below and clicking next until you get to the payment page.

Edit Registration Link:

https://register.gtrnow.com/The_79th_Midwest_Clinic/register/loginregistration/t2g6Njkh9L/0

Please keep in mind that all check payments must be received in The Midwest Clinic office by Wednesday, December 10 to be applied toward registration. Any check received after that date will be returned to the sender, and payment will need to be made onsite at the conference. Unfortunately, we cannot accept purchase orders as

payment. Credit Card, check, and cash payments will be accepted on-site during the conference.

If you have questions on your invoice, please contact us at info@midwestclinic.org for assistance.

We'll see you in Chicago!
-The Midwest Clinic Team

2025 MIDWEST CLINIC W9



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USD



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Support

Trips



s

Stephen
Blue tier

Best Western Grant Park Hotel
Change stay

> United · RNO → CHI
Change flight

> United · CHI → RNO
Change flight

> Review your package



Save

Review your package



Earn \$15.94 in OneKeyCash when you book this package!

Stay

Tue, Dec 16 - Sat, Dec 20 (4 nights, 1 room)



Best Western Grant Park Hotel

★★★

Fully refundable before Dec 15

8.2 **Very Good** [2612 reviews](#)

Stay details >

Standard Room, 1 King Bed, Non Smoking

4 nights (check-in Dec 16) 1 King Bed

Room details >

Change stay

Change room

Flights

Roundtrip, 1 traveler (1 adult)



Cancel flights for free

There's no fee to cancel within 24 hours of booking. After this, individual fare refund policies apply.

Reno to Chicago

7:14am - 1:15pm (4h 1m, nonstop)

United • Tue, Dec 16

Flight details

Fare: Basic Economy

- ☺ Seat choice for a fee
- ☺ Personal item included
- ^ Carry-on bag not allowed
- ☺ 1st checked bag:
- ^ Non-refundable
- ^ Changes not allowed

\$40

Change flight

Change fare

Chicago to Reno

3:42pm - 9:05pm (7h 23m, 1 stop)

United • Sun, Dec 21

Flight details

Fare: Basic Economy

- ☺ Seat choice for a fee
- ☺ Personal item included
- ^ Carry-on bag not allowed
- ☺ 1st checked bag:
- ^ Non-refundable
- ^ Changes not allowed

\$40

Change flight

Change fare

Seats

Seat choice for a fee

Choose your seats

Bags

- Personal item included
- Carry-on bag not allowed
- 1st checked bag for a fee

Purchase bags for this flight through United after booking.



Stay flexible with changes included
We recommend booking a flight with changes included in case your plans change.
Change flights

Airport transfer



Private Sedan - Curbside Pick Up
Elife Limo

3 3 1h

Call us for details before Dec 15



Private SUV - Curbside pick up
Carmel Limo

6 6 30m

Call us for details before Dec 15

Fully refundable before Dec 15

7.6

Good

216 reviews

More details

\$141

Roundtrip

Add to package

Fully refundable before Dec 15

8.4

Very Good

239 reviews

More details

~~\$176~~ \$201

Roundtrip

Add to package

Tours and activities

360 CHICAGO Observation Deck

30m

8.4

Very Good

669 reviews

More details

Fully refundable

\$30

includes taxes & fees per adult

Add to package

Chicago CityPASS®: Experience 5 must-see attractions

9d

9.2

Wonderful

780 reviews

More details

Fully refundable

\$142

includes taxes & fees per adult

Add to package

Wow! You're saving \$110 with Bundle & Save deals

Prices if purchased separately

5 of 8

10/2/2025, 8:32 PM

Best Western Grant Park Hotel	\$502.87 total price
RNO - CHI	\$404.54 total price

Price Details

Starting price per traveler	\$907.41
Number of travelers	x1
Subtotal	\$907.41
Package savings	-\$110.17
Bundle & Save \$110	

Pay now	\$797.24
Total	\$797.24

Rates are quoted in USD

 You'll earn \$15.94 in OneKeyCash after this trip

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Conference FAQs



The 79th Midwest Clinic, December 17 - 19, 2025

Wednesday - Friday, McCormick Place West, Chicago, IL

Attendee Registration opens August 1, 2025

Attendee Registration

Can you provide a brief description of what takes place at The Midwest Clinic?

The conference opens on Wednesday with a program of band, orchestra, jazz, and chamber concerts and clinics. Events start at 8:30 a.m. each day and continue throughout the day until the last concert concludes between 6:00 and 9:00 p.m. The exhibits are open on Wednesday, Thursday, and Friday.

How can I benefit from attending?

The Midwest Clinic provides outstanding professional development opportunities for instrumental music educators of all levels. These opportunities are both practical and motivational, offering tools and insights that you can apply to your own situation and the inspiration to implement them. The clinics present diverse teaching techniques and guidance, the concerts feature model ensembles of all levels and introduce you to repertoire that you can program with your own ensemble, and the exhibits feature virtually every service and industry that caters to music educators. Surrounding the conference is a genuine sense of community that makes it easy for you to make valuable connections among other teachers, composers, and music industry members.

Does The Midwest Clinic offer continuing education credit?

You may earn one or two graduate credits from VanderCook College of Music while attending the conference. Educators from all states may also be able to receive credit for attendance. Please check with your state Department of Education for information.

Are tickets required for any events at The Midwest Clinic?

Thanks to the conference's spacious venue, McCormick Place West, all events no longer require tickets, only a registration credential. Occasionally, there are special concerts that require a separate ticket, such as the Chicago Symphony Orchestra Brass concerts that have been held at Orchestra Hall in conjunction with The Midwest Clinic. Information about these special concerts will be posted on our website.

What is College Night?

College Night is an opportunity for students and teachers looking for undergraduate and graduate music programs to meet with the representatives of more than seventy colleges, universities, and branches of the military.

How much should I budget to attend The Midwest Clinic?

You will need to budget for travel to Chicago, hotel, meals, registration, and any purchases. Once you register for the conference, there are no additional fees, unless there is a special add-on event, such as the Chicago Symphony Orchestra Brass concerts that have been held at Orchestra Hall in conjunction with The Midwest Clinic. Details of these special events will be announced on our website in advance of the conference.

REGISTRATION

Can I preregister for the conference?

Preregistration is available online from August through the beginning of December.

How do I register?

Along with preregistration, on-site registration will be available throughout the conference. If you register as a college student, you must present a valid college ID upon registering or checking in to receive the college student discount.

What is the early-bird discount and who does it apply to?

Professional attendees can receive \$20.00 off the price of pre-registration during the month of August. All other attendee types are not eligible for the early-bird discount. During the early-bird period, Professional attendees will only be able to pay for their registration with a credit card. Beginning September 1st, they will have the option to pay with credit card and a check.

Is there a discount for Retired Directors?

Retired directors can receive an additional \$40 off their Professional Registration by using a unique discount code. For the Retired Director Discount Code, contact [The Midwest Clinic Office](#) after registration opens.

Can I receive an invoice for my registration before completing the registration form during early-bird registration?

Yes! If your school requires an invoice before processing a credit card payment, you can complete this form: [INVOICE REQUEST FORM](#).

If you are a Professional Attendee registering after the early-bird period or another other type of registrant, you can choose the option to pay with a check in order to complete your registration and print your invoice. You can then go back into your registration at a later date and pay with a credit card if you so choose.

Is there a separate rate for high school students?

High school students register for \$25. High school students must be accompanied by an adult chaperone at the time of registration and at conference events.

I am bringing my spouse with me to the conference. Does he/she need to register?

Registration is required for spouses to attend any clinic or concert or visit the exhibits. Spouses can register as a "Guest."

Is there a daily registration fee?

The registration fee applies whether you stay a single day or for the entire conference.

Are there membership dues?

The Midwest Clinic has no membership.

Does The Midwest Clinic accept purchase orders from school districts?

The Midwest Clinic does not accept Purchase Orders as payment. You may submit a Purchase Order to accounting@midwestclinic.org for processing, but your registration fee must be paid in full (by check or credit card) in order for you to receive your conference badge. Please have your accounting department issue a check for you to bring with you to the conference or mail payment no less than 20 days before you arrive in Chicago.

I pre-registered and now I cannot attend The Midwest Clinic. What do I do?

See conference [registration page](#) for further details.

I am bringing a group of students from my school to the exhibits. Do my chaperones need to pay the registration fee?

Yes. Chaperones must register at a rate of \$40.

What are my registration options if I am bringing a large group of students?

In order to bulk register your students, complete the [BULK STUDENT REGISTRATION FORM](#). After your students have been registered, you will receive an invoice where you can pay for your entire group with a check or credit card. Students can also register individually through the registration portal.

I am the parent of a student who is performing at the conference. Do I need to register to attend my child's concert?

Yes. Directors are given a limited number of complimentary registrations for adult chaperones to use. Regardless of whether you are a chaperone or simply attending the conference as an attendee, you will need to register. Chaperone's will receive a discount code from their director to redeem their complimentary registration. All other parents and guest will need to pay the \$40 guest badge fee. Guest and Chaperone badges allow attendees access to all concerts, clinics, and the exhibit hall for the duration of the conference.

I am an industry member who is not exhibiting. Can I still attend the Midwest?

You can register as a commercial representative at the same rate as directors.

Where do I register for press credentials?

The Midwest Clinic may be able to accommodate journalists on an individual basis. To explore this possibility, please send an e-mail describing your project, media outlet, and credentials to info@midwestclinic.org.

HOUSING**Which hotels offer discounts for Midwest Clinic attendees?**

Several hotels offer special rates for Midwest attendees. You can find their information at the [Midwest Clinic Housing Page](#). Shuttle service is available between the downtown conference hotels and McCormick Place West.

SCHEDULING**When will the schedule of events be available?**

The conference schedule will be posted on our website in June.

How can I make the best use of my time at the conference?

With so many events happening simultaneously, planning a daily schedule prior to arriving at The Midwest Clinic can help you get the most out of your experience. The schedule of events is posted to the website in the summer. Concert programs and clinic descriptions are typically posted in the fall and provide additional information about what will be covered in each session. These features give you the chance to highlight your must-see events and plan time to visit the exhibits. At the conference, you will receive a pocket schedule, and you will have access to a conference app and digital program book.

MISCELLANEOUS**Is there a dress code?**

There is no dress code. Casual and professional dress are both common at the conference. The most important thing is to wear clothes and shoes that are comfortable and to remember to dress for potentially cold Chicago weather. Also, McCormick Place West and most of the hotels are dry environments, so a spare water bottle can come in handy.

What kind of weather should I expect?

December weather in Chicago is unpredictable. Temperatures are often in the 30's, though temperatures in the 20's are not out of the ordinary, and in some years it has been as warm as the 50's. Snow is possible, and rain or sleet along with windiness may be in the forecast.

How do I purchase a recording of a Midwest Clinic concert?

[Mark Custom Recording](#) is the exclusive audio and video recording company of The Midwest Clinic.

Mark Custom Recording
10815 Bodine Rd., PO Box 406
Clarence, NY 14031-0406
(706) 759-2600

What are the future Clinic dates?

December 17 - 19, 2025

December 16 - 19, 2026

Does The Midwest Clinic have a newsletter?

Yes, we have a monthly e-newsletter, MUSIC NOTES. You can subscribe to our e-news list via the link in our website footer, or on the homepage.

How can I bring my ensemble to perform at The Midwest Clinic?

Performers at The Midwest Clinic must submit the official [Performance Application](#). Applications are due in March of each year. For more information about applying to perform, please read our [Performance Application FAQs](#).

How is the music that is performed at The Midwest Clinic selected?

All of the music is selected by the performing directors according to the rules of The Midwest Clinic. These rules are in place to ensure that a wide variety of accessible music is performed, including a balance of new and old and easy and difficult literature, with a particular emphasis on publishers whose catalogs are available for perusal in the exhibit halls. Midwest Clinic concerts are designed to introduce audience members to pieces they can perform with their own ensembles, regardless of their level. For more information about program, read [General Programming Rules](#).

How do I apply to present a clinic?

You can propose a clinic by submitting the [Clinic Application](#). Proposals are typically due on the second Friday in March. Proposals must be submitted through the online clinic proposal system. For more information about applying to present a clinic, read [Clinic Application FAQs](#).

What is the deadline for signing up as an exhibitor?

The deadline to purchase a booth is typically the at the end of the first full week in November.

Do you have a question that is not answered here? Send us an [e-mail](#) and let us know what it is.

Take me to:

[Registration and Payment Information](#)

[2025 Clinicians](#)

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Email: info@midwestclinic.org

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Registration and Payment Informatic



The 79th Midwest Clinic, December 17 - 19, 2025

Wednesday - Friday, McCormick Place West, Chicago, IL
Attendee Registration opens August 1, 2025

Attendee Registration

Attendee registration for The Midwest Clinic music conference is now open.

Take part in furthering music education while enjoying the international music camaraderie that only The Midwest Clinic can provide.

79th Annual Conference - December 17 - 19, 2025
(Wednesday - Friday)
McCormick Place West
2301 S. Indiana Ave.
Chicago, Illinois 60616

Pricing

- Early Bird Professional Rate: \$205 (available through 8/31/2025)
**Credit Card is the only payment method that will be accepted during Early Bird Registration. If you require an invoice in order to pay via credit card, please complete the [INVOICE REQUEST FORM](#). The amount indicated on the Early Bird invoice will only be valid through August 31.
- Pre-Registration Professional Rate: \$230 (available through 12/15/25)
**Check and Credit Card payment accepted
- On-Site Professional Registration Rate: \$265 (beginning 12/16/2025)

**Retired directors can receive a registration discount by contacting the [Midwest Clinic Office](#) and requesting a discount code that they can apply to their professional registration.

- College Student Pre-Registration Rate: \$75 (available through 12/15/25)
- College Student On-Site Registration Rate: \$100 (beginning 12/16/2025)
- Chaperone/Guest Rate: \$40
- Primary/Secondary Student Rate: \$25 (If you would like to bulk register your students, complete the [STUDENT BULK REGISTRATION FORM](#) and we will send you an invoice to pay with credit card or check. If you choose this option, you will not need to register your students through the registration portal). NOTE: This registration type is NOT for the High School Institute.

**If you have any questions about registration, please contact The Midwest Clinic office at info@midwestclinic.org

Cancellation and Refund Policy

If you need to cancel your registration, you must do so in writing. Please email your cancellation request to: info@midwestclinic.org. Credit card transaction fees are non-refundable. All cancellation requests must be submitted before December 1st in order to receive a refund. There will be NO REFUNDS issued for cancellations after the Dec. 1st deadline. This is non-negotiable.

Payment Policy

- Professional Registrations submitted during the early-bird period (August 1 - 31) will only allow payment with a credit card. Beginning September 1, payment with a check will also be accepted. All other registration types will accept check and credit card payment beginning August 1.
- Full payment or purchase order must be received **30 days** after completing registration. If payment or purchase order is not received by this deadline, the registration may be cancelled.
- The Midwest Clinic does not accept Purchase Orders as payment. All purchase orders must be paid in full prior to or upon arrival at the conference. If mailing the check, it must be received by December 12th otherwise payment will be due upon arrival at the conference. Any check received after the 12th will be mailed back to the sender.

**** The option to pay by Purchase Order/Check will only be available until Nov. 1. After this date, pre-registration must be paid by credit card.**

* Checks should be made out to The Midwest Clinic and mailed to:

The Midwest Clinic
1340 Internationale Pkwy, Suite 200
Woodridge, IL 60517

[MIDWEST CLINIC 2025 W9](#)

Registration Hours (subject to change)

Tuesday, December 16, 2025

- 9:00am - 4:00pm - **Exhibitors Only** (Central Concourse McCormick Place West)
- 5:00pm - 8:00pm - **All Attendees** (Hyatt McCormick, Marriot Marquis, and Chicago Hilton Lobbies)

Wednesday, December 17, 2025

- 7:00am - 7:30pm (McCormick Place West)

Thursday, December 18, 2025

- 7:30am - 7:00pm (McCormick Place West)

Friday, December 19, 2025

- 7:30am - 6:00pm (McCormick Place West)



FY 2026 per diem rates for ZIP Code 60616

Meals and incidental expenses (M&IE) rates and breakdown

Primary destination	County	M&IE total	Breakfast	Lunch	Dinner	Incidental expenses	First and lastday of travel
Chicago	Cook / Lake	\$92	\$23	\$26	\$38	\$5	\$69.00

FY 2026 per diem rates for ZIP Code 60616

Daily lodging rates (excluding taxes) | October 2025 - September 2026

Primary destination	County	2025 Oct	Nov	Dec	2026 Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Chicago	Cook / Lake	\$223	\$223	\$142	\$142	\$142	\$142	\$234	\$234	\$234	\$202	\$202	\$223