

**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): M. Sophia Jones-Redmond

Grade/Subject/School: Central Office

Name of C/C/W: NABSE

Date / Location of C/C/W: KANSAS City / Missouri Nov 19-23

Give a tentative summary of expected expense(s):

Registration:	\$ <u>550.00</u>
Travel:	\$ <u>800.00 (167/night)</u>
Food:	\$ <u>300.00</u>
Lodging:	\$ <u>400.00</u>
Other:	\$ _____
Estimated Total:	\$ <u>2000.00</u> <i>est</i>

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.

[Signature]                      [Signature]                      \_\_\_\_\_  
Applicant's Sig./Date              Principal's Sig./Date              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: \_\_\_\_\_ P.O. # \_\_\_\_\_

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

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

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

[Signature]  
Business Manager Signature/Date

[Signature]  
Superintendent's Signature Date

COPIES TO:  
FORM #140 REVISED 8/01

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## Welcome Sophia Jones-Redmond!

You have successfully entered the online registration and hotel reservation system for the NABSE 42nd Annual Conference, November 19-23, 2014, at the Kansas City Convention Center, Kansas City, Missouri.

### [TO REGISTER FOR THE CONFERENCE](#) (EARLY BIRD-REGISTRATION ENDS SEPTEMBER 2ND, SO DONT DELAY!)

There are three ways to register for the Conference:

1. **Online (Recommended):** To register online, please review the [step-by-step instructions](#) and then click The [Register Tab](#) on the top of this page. **If you choose to register online, please do not mail or fax your registration.**
2. **By Fax:** Offline forms will be available on Friday, August 15th.
3. **By Mail:** Offline forms will be available on Friday, August 15th.

### [TO RESERVE YOUR HOTEL ROOM FOR THE CONFERENCE](#)

The Kansas City Marriott is the 2014 Conference headquarters hotel and the Westin Crown Center is the secondary hotel. NABSE encourages every attendee to stay at one of the two hotels inside the NABSE block. If an attendee has chosen not to stay within the hotel block, the conference registration rate will be \$100 more. All hotel reservations must be made through this website. Please DO NOT call the hotels directly to make your room reservations.

#### [Kansas City Marriott Downtown \(Headquarter Hotel\)](#)

200 West 12th Street

Kansas City, MO 64105

Room Rates: Single/Double-\$167.00; Triple/Quad-\$187.00

#### [The Westin Kansas City @ Crown Center](#)

One East Pershing Road

Kansas City, MO 64108

Room Rates: Single/Double-\$157.00; Triple-\$177.00; Quad-\$197.00

Each hotel is conveniently located to the Kansas City Convention Center and both are offering special room rates only available to NABSE Conference attendees. These special rates will be in effect for 3 days before and 3 days after the Conference.

#### **NEW RESERVATIONS**

Once you have created an account, you will be prompted to either make a hotel reservation first and then register (to receive a \$100 discount on your registration) OR to register without a hotel reservation (and not receive a \$100 discount). Please follow the site's instructions to complete your reservation and registration. If you have questions regarding room reservations, please contact us at [cs1@blueskyz.com](mailto:cs1@blueskyz.com).

#### **MODIFY EXISTING RESERVATIONS**

If you need to modify an existing reservation, please click the [Hotel Tab](#) and your existing reservation(s) will be displayed as a blue link with your BlueSkyz reservation confirmation number. Open this link and click the Modify button and follow the steps to modifying the reservation. After October 27th, please call your hotel directly to make changes your room reservation(s). Please refer to your last name and arrival date if you need to do this. DO NOT refer to your BlueSkyz Confirmation Number.

#### **CANCEL EXISTING RESERVATIONS**

If you need to cancel an existing reservation and HAVE NOT REGISTERED, please click the [Hotel Tab](#) and your existing reservation(s) will be displayed as a blue link with your BlueSkyz reservation confirmation number. Open this link and click THE Cancel button and follow the steps to canceling the reservation. If you need to cancel an existing reservation and HAVE REGISTERED, please contact customer support [cs1@blueskyz.com](mailto:cs1@blueskyz.com) to request a cancellation. **Hotel cancellations made after October 20th, 2014 will be subject to a one night's room and tax fee. Reservation cancellations should be made through this site until October 27th. After October 27th, cancellations must be made directly through your hotel.**

#### [EMAIL CONFIRMATIONS](#)

No matter how you choose to register for the Conference, you will receive email confirmations for creating your account (contains your account login and password), confirming your registration and payment, and one for reserving your hotel reservation.

#### [QUESTIONS & HELP](#)

For any Conference content related questions, please contact [jniederman@nabse.org](mailto:jniederman@nabse.org).

If you have any questions regarding the use of this site to register or reserve a hotel room, please click [+](#) or email [cs1@blueskyz.com](mailto:cs1@blueskyz.com).



[Information](#) [Register](#) [Hotel](#)

Welcome sjredmond16

[Your Account](#) | [Logout](#) | [Help](#)

[Your Information](#)  
 [Registration Plan](#)  
 [Spouse, Workshop, and Additional Item Registration](#)  
 [Review Your Selections](#)  
 [Payment](#)  
 [Confirmation](#)

### Registration Plan

The registration fees listed below include the \$100 Early-Bird Discount (Does not apply to Student BASIC and Single Day).

- \$550.00      **Individual Non-Member FULL NH**  
 Full Registration includes all programs, workshops, speakers, exhibits, Founding Members Luncheon and Annual Banquet.
- \$480.00      **Individual Non-Member BASIC**  
 Basic Registration includes all programs, workshops, speakers and exhibits.
- \$409.00      **Retiree Non-Member FULL NH**  
 Full Registration includes all programs, workshops, speakers, exhibits, Founding Members Luncheon and Annual Banquet.
- \$335.00      **Retiree Non-Member BASIC NH**  
 Basic Registration includes all programs, workshops, speakers and exhibits.
- \$285.00      **Student Non-Member\*\* FULL NH**  
 Full Registration includes all programs, workshops, speakers, exhibits, Founding Members Luncheon and Annual Banquet.  
**\*\*Student registration category applicable only to full-time students who are NOT employed. Valid student identification card must be presented on-site or higher registration rates will apply.**
- \$250.00      **Student Non-Member\*\* BASIC NH**  
 Basic Registration includes all programs, workshops, speakers and exhibits.  
**\*\*Student registration category applicable only to full-time students who are NOT employed. Valid student identification card must be presented on-site or higher registration rates will apply.**
- \$150.00      **Single Day/Volunteer**  
 Single Daily Registration includes a one-day pass on designated day to all public events, except Founding Members Luncheon and Annual Banquet.
- \$75.00      **Parents Day Summit**  
**Wednesday, November 19**  
*This program is included with all registration rates for those who wish to attend.*

[CONTINUE >>](#)

[Conference Links](#) [Information](#) [Registration](#) [Hotel](#)

NABSE 2014