



Conference Odds & Ends

Registration Deadlines

| WHAT | WHEN |
|--|---------------|
| Online Registration opens | Jan. 11, 2012 |
| Early Bird (save \$15!) Registration ends | Mar. 30, 2012 |
| Regular Registration ends | Apr. 20, 2012 |
| After April 20, 2012, call NCATA to arrange for on-site registration, available only if space permits. | |

Conference Facilitators

If you have experience as a facilitator, please be sure to sign up during the online registration process OR email the office at ncata@teacherassistants.org and let us know that you are willing to serve in this important role. We encourage local and district officers and leaders to sign up as facilitators. We also ask experienced facilitators from past conferences to help introduce our speakers and ensure that sessions run smoothly.

Conference Sales Items

Save a little spending money for NCATA sales items! Items will include Malibu sunglasses, great conference t-shirts, an insulated tumbler, and lots of great NCATA merchandise from years past, all at affordable prices. Items are marked to sell and all profits benefit the programs of NCATA.

Donate a book for a child!

NCATA knows that reading can make a world of difference for children, so please contribute to our Annual Book Drive. Please bring donations of NEW books for children of all ages. Please note, they really do need to be brand new, as we cannot donate used books. Books must be turned in by 4:00pm Saturday, prior to the banquet.

Conference PDP Recognition

Congratulations to those who will receive PDP certification or renewal at conference. Those receiving new and

Book your hotel room before April 2, 2012 to guarantee discounted conference rates!

The Sheraton Greensboro Hotel at Four Seasons is again our Conference Hotel, offering attendees a rate of \$149.96 per room, including tax and fees. To get this rate, complete and mail or fax your Official Housing Form (found in this newsletter) directly to the Sheraton. Do NOT send your housing form to NCATA – we cannot re-route it to the hotel for you.

Hotel Reservation Guidelines

- Accommodations at the Sheraton MUST be guaranteed by credit card or check made payable in the amount of one nights' lodging plus tax (\$149.96). Tax rates are subject to change.
- Cancel reservations 72 hours PRIOR to arrival date for deposit refund.
- Security deposits will be distributed among room occupants equally.
- Send only ONE form per sleeping room. All roommates must be listed on ONE form. If your school will be making reservations for you, send only one form per room, not per person.
- The hotel accepts ONLY faxed or mailed reservation forms. Do not call the hotel directly -- your conference rate will not be honored by phone.
- Corrections or substitutions can be made by phone two weeks after reservation is received.

upgraded certificates will walk across the stage at our Saturday banquet. Those renewing will find their certificates in their registration materials. NCATA mails certificates to those not attending conference.

Specialty Baskets

All districts are busy planning and preparing their 80's-themed prize baskets, which will be raffled off during the conference. If you are asked to donate items or time for this project, please do so. The sales from raffle tickets at conference support our NCATA Scholarship Fund. Be sure to stop by and check them out when you get to conference. We will be located on the third floor near Sales.

What Should I Wear?

On Friday, we'll enjoy the fun in casual attire. It's NCATA and District pride night, so be sure to coordinate with your local friends! It's also an 80's theme, so bust out that big hair and grab those parachute pants! On Saturday evening, join

us to celebrate NCATA's successes in business or formal attire.

Friday Bonus Round

On Friday, we're adding a few special workshops and meetings in the late afternoon. These will be offered on a first-come, first-served basis. CEU credit will not be offered, but are designed for those with particular interests. Topics include: NCATA Leadership, Middle & High TAs, Bus Drivers, NC Employment & Benefits Information, TA OY Information, PDP Information, Zumba!! Look for more details in your conference program.

TA Memorial

We will remember teacher assistants who have passed away during the past year at our devotional service on May 6. Please provide TA's name, death date, school/school system, as well as their years of service as a TA. Include a short statement about them, and send to ncata@teacherassistants.org or mail to the NCATA office by April 20, 2012.