

Register at www.rrcna.org/conferences

IMPORTANT REGISTRATION INSTRUCTIONS — PLEASE READ

Prior to going to the registration website,

please read both registration pages thoroughly and then gather the following information:

- **Payment Information:** All payment types are accepted online, including credit card, check, and purchase orders. Purchase orders and checks must be received within 15 days after you register.
- **Session Selection:** Session selection is required. Review session descriptions and make a selection for each time slot.

Carefully review the registration fees, discounts available, and cancellation/refund policies on these pages.

To Register

Go to www.rrcna.org/conferences. Have your payment information and session selections ready. If paying by check or purchase order, have your check or purchase order number ready. Complete the online registration. You will receive a confirmation by email.

Approval Forms

Need a form to submit to your administrator for approval? Download a special form at www.rrcna.org/conferences then complete and submit the form to your administrator. After you receive approval, complete the online Conference registration at www.rrcna.org/conferences.



Online Only Registration

Credit cards, checks, and purchase orders accepted online at www.rrcna.org/conferences

Registration is online only. You may register online using any payment type including purchase order, check, or credit card. Note: If registering with a purchase order or check, it must be mailed to the RRCNA registration office **within 15 days**. Purchase orders can also be faxed or emailed. Your registration will not be processed until your purchase order or check has been received.

Credit card payments are confirmed immediately after payment has been processed. Billed purchase order: purchase orders hold a registration but do not constitute payment. If you use a school purchase order (payable to RRCNA) you must comply with RRCNA payment terms. Your employer's purchase order must arrive by Dec. 1, 2010, to obtain the early rate.

After you have completed registration, please print the invoice and submit it to your district. Upon receipt of this invoice, your employer must issue a payment for your registration. **Fax purchase order to 614-985-3736 or email to conference@dpmanagement.net. Payment can be mailed to RRCNA — National Conference, 500 West Wilson Bridge Rd., Suite 250, Worthington, OH 43085.** (This is a new address.) Federal ID # 31-1429018.

Two Ways to Receive Discounts on Your Registration

1. Be a current RRCNA member or join or renew your membership and save \$50 instantly.
2. Register by Dec. 1, 2010 — see savings at right.

NATIONAL READING RECOVERY & K-6 CLASSROOM LITERACY CONFERENCE FEES

Saturday, February 5, 2011: Preconference Institutes
 Sunday, February 6–Tuesday, February 8, 2011: Full Conference
 Full registration includes admission to the Conference and all general and concurrent sessions held February 6–8. **Preconference Institutes are held on February 5 and are not included in the full Conference registration fee.** Note: Some Preconference and featured speaker sessions are restricted to Reading Recovery-trained professionals only. These sessions are noted on pages 3 and 8.

Saturday Preconference Institute Fees (includes lunch)

Saturday, February 5, 2011, 9:00 am–3:30 pm		
Early Registration	RRCNA Member	Non-Member
If submitted by Dec. 1, 2010	\$175	\$225
Regular Registration		
If submitted after Dec. 1, 2010	\$210	\$260

Conference Registration Fees

Early registration applies to registrations with payment information received by Dec. 1, 2010. **SUBTRACT \$50 if you are a current or joining RRCNA member.**

	Early Rate	Regular Rate
Full Conference	\$370	\$420
Sunday Only	\$265	\$320
Sunday/Monday	\$325	\$375
Monday/Tuesday	\$325	\$375

Meals included in the full Conference registration fee are Sunday and Monday box lunch. Partial registration includes the same meals for the days you are registered.

School Administrators Institute (includes special luncheon)	\$265	\$320
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Session selection is required during the online registration process. This is an added feature to ensure that you are not closed out of your selections. Room capacity is based on the number of people pre-registered.



To change or add sessions to an existing registration, go to www.rrcna.org/conferences and click on the ADD/CHANGE SESSIONS link. You will need to enter your last name and registration confirmation number or RRCNA membership number to login.

School Administrators Institute The School Administrators Institute will be held on Monday, February 7. See page 9 for session descriptions. Administrators may register for the entire Conference and choose from a variety of sessions, including the School Administrators Institute sessions, or register only for the 1-day Administrators Institute on February 7.

Exhibit Hall-Only Registrations One-day passes to the Exhibit Hall are available for \$25 for RRCNA members and \$50 for non-members. For more information, email tphillips@readingrecovery.org, or call 614-310-7337.

Cancellation and Refunds Refunds will be given if written notice is **postmarked by Dec. 15, 2010**. There will be a \$50 accounting fee charged for all refunds. Please note that submission of this registration is a commitment to pay if the Conference is held, regardless of weather conditions. No-shows will be invoiced and subject to collections for the full amount. Unpaid registrations (including no-shows) will necessitate barring registration for future Reading Recovery conferences, academies, and institutes sponsored by RRCNA. **Refunds will not be given after Dec. 15, 2010**. You may transfer your registration to another person if you notify the Registration Office in writing by mail, email to conference@dpmanagement.net or by fax to 614-985-3736.

Reading Recovery Council of North America (RRCNA) Membership and Discount To thank all members of the Reading Recovery Council of North America for their support, a discounted member rate on the Conference registration fee is available to all current RRCNA members and to all participants who join the Council or renew their membership when registering for the Conference. Join RRCNA now to immediately receive 2011 National Conference registration fee discounts by completing the membership portion of the online registration. To quickly find your RRCNA membership ID number, see your address label on the back of this booklet. Your ID number directly follows your name on the first line of the label.

Full-Time Graduate Students Full-time graduate students may receive RRCNA member discounts. Additionally, working scholarships are available. Inquire at 614-310-7340.

Share with Colleagues If you receive more than one Conference booklet, please pass the extra one on to a colleague. All Conference information is available online at www.rrcna.org/conferences.

Questions To check on the status of your registration, go to www.rrcna.org/conferences and click on the 'registration confirmation' link. Enter your confirmation number or membership number and last name. You will be able to check on payment status and registered sessions. Your confirmation email will be sent by conference@dpmanagement.net. Please be sure to allow notices from this email address to pass through your SPAM filters.

For registration questions such as where to mail your payment, Conference fees, or invoice information, or to make a change to an existing registration, call 866-458-8521 or email conference@dpmanagement.net.

For Conference program questions call 614-310-7340 from 9:00 am-5:00 pm Eastern time, Monday-Friday.