

NHAEOP Conference Registration Confirmation



Thank you for registering for the 58th Annual *Edith E. Hammond* New Hampshire Association of Educational Office Professionals Conference to be held May 5 – 7, 2010, at the Radisson Hotel (The Castle), Nashua, NH.

HOTEL REGISTRATION and INFORMATION

Directions ~ Visit the Nashua Radisson website at www.radisson.com/nashuanh

Nashua Radisson (Nickname “The Castle”) ~ Check in: Front Desk. Upon check-in you will receive tickets for your meals. Please confirm the correct amount of meal tickets have been included in your packet. Meal tickets will be needed at all meal functions. There will be complimentary coffee in the registration area.

PARKING: Self-Park ~ Follow signs Valet Parking ~ Follow signs

Conference Schedule:

Attached is a “*Conference at a Glance*” to give you more information on the conference timeline and to assist you in planning for our annual conference:

◆ **Tote Bags** ~ We will be providing ‘go green’ tote bags, compliments of Holy Rosary Credit Union.

◆ **Name Badge Holders** ~ In order to reduce, reuse, and recycle...we are asking that everyone who has a neck wallet or ‘past’ name badge holder to please bring them to the conference.

◆ **Dress for Wednesday Evening and Workshop Sessions** ~ Business attire

Remember, this is a professional conference, so dress should be professional - the type of clothing you normally wear to work. Dressing professionally shows your confidence and pride, not only in yourself but also in your position as an educational office professional.



Theme for Thursday Night Dinner ~ “*NHAEOP Red Carpet*”

Come prepared to enter the dining room on our NHAEOP Red Carpet. Shine, glamour, and glitz will enhance our evening’s dinner hour. We will be entertained by the Improv Troupe of Nashua High North...followed by dancing with DJ Mike Hines. From start to finish, a real ‘red carpet’ evening! (Interviews may be held...)

NHAEOP Registration Information: (located in Webster Room ~ follow signs)

Wednesday, May 5, 2010

4:30 pm - 6:00 pm

8:30 pm – 9:00 pm

Thursday, May 6, 2010

8:00 am – 9:00 am

11:30 am – 11:45 am

4:45 pm – 5:00 pm

Friday, May 7, 2010

8:00 am – 9:00 am

Entertainment ~

Wednesday, May 5, 2010

7:30 pm - Student Scholarship Awards

7:45 pm - Hypnotist Pete Mamos

Thursday, May 6, 2010

8:15 pm – 9:15 pm - Improv Troupe from Nashua High North

9:15 pm – Midnight – Dancing / DJ Mike Hines

Spirit Luncheon ~ This year we will again have some lovely placemats made by various elementary school children throughout the state. The placemats will be on the tables during Thursday’s luncheon. Feel free to take your placemat home. We are also having a ‘surprise activity’ during this luncheon. You won’t want to miss out!

Raffle ~

Don’t forget your raffle items. All proceeds from the raffle go towards our student scholarship fund. Please bring raffle items at your earliest convenience to the Bedford Room. The raffle room will be open:

- Wednesday 4:30 pm - 6:00 pm and 8:30 pm - 9:00 pm
- Thursday 8:00 am - 9:00 am and 5:00 pm - 6:00 pm
- Friday 7:45 am - 8:45 am

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Philanthropic Donation ~ “*We Care Packers*” is a non-profit organization that provides supplies to our military personnel serving overseas. Boxes for your donations will be located outside the Webster Room. We will be collecting the following items to donate to “*We Care Packers*”.

FOOD (single serving sizes, pouches, zip-top or easy-to-open cans)

Hard candies/Starburst/Gum/Freeze pops
High protein breakfast bars/Nutrigrain/Pop Tarts/mini-boxed cereal/instant flavored-oatmeal, granola bars
Coffee- Individual packets (Reg., Instant, Decaf)/Tea/small sugar/creamer packets
Soups- powdered or small tins Campbell Chunky/Chef Boyardee Ravioli, Mac & Cheese microwave bowls
Beef jerky/Slim Jim/fruit rolls/dried & canned fruit (flip-top)
Single serving tuna packets, canned chicken, sardines, salmon in pouch or flip-top cans
Trail mix/sunflower seeds/crackers/cheese whiz/Snack Cakes/snacks
Peanut butter/twizzlers/pretzels, energy bars
Powdered Gatorade/Ice tea/hot cocoa mix (seasonal), crystal light
To go single serving drink mixes (add to water)

PERSONAL ITEMS –

Mouthwash/breath mints/floss/toothpaste & brushes/toothpicks
Deodorant, Shaving gel/foam (i.e. brand-Edge, Ultra Sensitive)
Twin-bladed disposable razors. Mach 3 razors & replacements blades
Chap stick/lip balm/Q –tips/TP
Eye & Nose drops (for moisture)
Eyeglass Cleaner materials (sight savers)/ Contact Lens cleaners
Hand lotion, Unscented/skin lotion w-Aloe Vera/jock itch crème or spray non-aerosol
Combs/nail clippers
Flip flops/brown T shirts no pockets/white cotton crew socks
Feminine Personal Hygiene Products/scented body wash/wipes
Hair elastics/clips/bobby pins
Insect Repellant Wipes/Bug spray
Sunscreen 45 SPF, hypoallergenic/ after-sun lotions/ sunglasses

FIRST –AID

Cough Drops/lozenges/vitamins/nasal spray/sinus medications
Pain relievers – Aspirin-Tylenol-Motrin-Advil-Imodium-antacids
Band Aids/pocket tissues/baby powder
Foot powder /anti-fungal/athletes foot cream/odor eaters
SANITIZING - Baby Wipes, anti-bacterial, unscented
Facial cleansing wipes to combat acne due to perspiration
Room air fresheners/Stick-Ups/Glade/Airwick/Car freshener trees
Hand Sanitizers /Purell

ENTERTAINMENT:

Paperback books /Comics /Magazines/Disposable cameras
Playing cards/poker chips/Frisbee/hacky sacks /dart sets
Baseball, glove/volley ball/football, air pump
DVDs, CDs , small hand-held electronic games
Stationery/envelopes/postcards/Crossword puzzle books, Word Finds
International Pre-paid phone cards –AT&T

MISCELLANEOUS ITEMS

Pipe Cleaners (Weapons Cleaning)
2” paint brushes to clean sand from weapons
Shot gun cleaning kits
Bath/hand/face towels (dark colors)/ Black Shoe Polish
Tupperware/Rubbermaid containers
Hand & foot warmers for winter months
Holiday decorations/Christmas lights, etc.

Update ~ The Department of Education will be offering a special education workshop on *CAT AID and 402 Reporting* – session 1 on Thursday (1:30 pm – 3:00 pm). If you would like to revise your workshop choice, please contact me ASAP.

Other ~

If you have any special needs or have further questions about the conference, please call me at 603-332-3678 ext 121 or you can e-mail me: roussin.g@rochesterschools.com

We are in need of volunteers to help with the raffle. Please contact Pam Patnode at Charlestown Middle School – ppatnode@sau60.org - if you can help.

See you at the Castle!

Gretchen Roussin

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NHAEOP Registrar

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