Conference Registration Form

Return by April 2, 2010 to Gretchen Roussin ~ 150 Wakefield St-Suite #8 – Rochester NH 03867

No refunds will be issued ~ substitutions are accepted.

PLEASE PRINT (if you provide an email, we'll send you a registration confirmation. Otherwise, notices are not sent.)

NAME: _____Home Phone: _____
EMAIL: _____Work Phone: _____
School / Office: _____Position: _____
WORK Mailing Address: _____
HOME Mailing Address: _____
CONFERENCE REGISTRATION FEE = $90 (includes complimentary membership) $_____
RETIREES REGISTRATION FEE = $40 $_____
Do you plan to stay at the Radisson Hotel Nashua? _____ YES (send copy of hotel form directly to hotel)
_____ NO (complete 'Meals Only' section below)

_____ Wednesday evening dinner $28
_____Thursday morning breakfast $21
_____Thursday noon lunch $26
_____Thursday evening dinner $28
_____Friday morning breakfast $21
_____Friday noon lunch $26

TOTAL ENCLOSED (registration fee plus cost of meals) $_____

Payment: _____Check enclosed (payable to NHAEOP) – mail to Gretchen Roussin
Payment: _____Check here if receipt is needed – receipt will be provided at the Conference

WORKSHOP CHOICES ~ for full descriptions, visit our website: www.nhaeop.org

SESSION 1 ~ Thursday, May 6, 2010 ~ 1:30 pm – 3:00 pm

___ BUSINESS SOLUTIONS for GREATER PRODUCTIVITY – Patrick McGourty/Avery Business Solutions delivers timesaving tips, image-enhancing ideas & cost-saving options to add polish to your mailings.
___ ENERGY FLOW / YOGA – Join Becky Dowd as she integrates mindfulness, movement, & breath to help you maintain balance in all aspects of your life.
___ SOCIAL SECURITY – Expert Ken Baron says: "Living the retirement of your dreams is all about making smart choices. You are likely to make better decisions by being informed." Come gain the knowledge you need to make sure you receive the level of Social Security benefits you've earned.
___ IT'S WHAT YOU SAY and HOW YOU SAY IT – Dr. Debra Peppers, Keynote Speaker – Gain more confidence, be heard and understood…and receive more joy for the journey.
___ EXCEL– Connie Hyslop will focus on formulas, links between worksheets, shortcuts, tips, & time savers; customizing the Excel environment/fill series, formatting, templates. Session 2 Excel is NOT a repeat. *Please indicate your preference: _____Excel 2003 or _____Excel 2007*
___ "NO SUCH THING as a BAD CHILD" – Charlie Applestein shares the strength-based practice approach to bringing out the best in people, particularly at-risk students – exceptionally positive and inspiring.

SESSION 2 ~ Thursday, May 6, 2010 ~ 3:15 pm – 4:45 pm

___ EXPLORE YOUR TALENTS and LET YOUR LIGHT SHINE - Pam Posey, CEOE, NAEOP President, shares how we can improve our skills, attitudes, work habits & communication – whether we are 'beginning' our educational office career or have been office professionals for 30+ years.
___ BUSINESS SOLUTIONS for GREATER PRODUCTIVITY – See description above in session 1.
___ ENERGY FLOW / YOGA – See description above in session 1.
___ SOCIAL SECURITY – See description above in session 1.
___ BUILDING & MAINTAINING the HR FUNCTION – Nick Manolis, Primex, explores the role of HR; how to make HR relevant; core policies your organization must have; HR trends & opportunities; and staffing.
___ IT'S WHAT YOU SAY and HOW YOU SAY IT - See description above in session 1.
___ EXCEL– In this session you will learn how to use Excel database features: sorting info, using a list as a database, database function formulas, calculating subtotals, using AutoFilter & pivot tables. This is NOT a repeat of Session 1. *Please indicate your preference: _____Excel 2003 or _____Excel 2007*
___ "NO SUCH THING as a BAD CHILD" – See description above in session 1.

SESSION 3 ~ Friday, May 7, 2010 ~ 9:00 am – 10:30 am

___ EXPLORE YOUR TALENTS and LET YOUR LIGHT SHINE – See description above in session 2.
___ i4SEEducation IN SYNC – Mike Cote will show you the new Educator Information System and how it integrates with i4see to allow districts to upload course information & update staffing assignments.
___ FITNESS & NUTRITION 101 – Kristin Caisse, LGC, reviews the benefits of exercise as well as nutritional basics. Topics: healthy snacking, food safety, interpreting food labels, & simple steps to get into shape.
___ CIVILITY, COURTESY & RESPECT – If you are wondering why these have declined at work….join Nick Manolis/Primex and come away with solid guidance on what it takes to make them come alive again.
___ DIGITAL IMAGING – DOUBLE SESSION – Continued in Session 4. Learn to edit photos, use Adobe Photoshop, adjust brightness, remove red eye, crop images, use magnetic lasso, the clone feature, & import images into other applications.
___ RECORDS RETENTION – Look at the tools & resources available to put together a record retention schedule; review how to store electronic data; identify laws that affect record retention; and review retention decision-making process.
___ EDUCATION LAW UPDATE – John Teague, Lawyer, shares what's new in legislative & case law for: 'Right to Know', FERPA, Special Ed 504, Residency and Homeless Students, and 'No Child Left Behind'.

SESSION 4 ~ Friday, May 7, 2010 ~ 10:45 am – 12:15 pm

___ i4SEEducation IN SYNC – See description above in session 3.
___ FITNESS & NUTRITION 101 – See description above in session 3.
___ CIVILITY, COURTESY and RESPECT – See description above in session 3.
___ DIGITAL IMAGING – DOUBLE SESSION – Continuation of Session 3. See description above.
___ RECORDS RETENTION – See description above in session 3.
___ EDUCATION LAW UPDATE – See description above in session 3.

REMEMBER: REGISTRATION DEADLINE IS APRIL 2nd…

HOW TO SELECT YOUR WORKSHOPS

In the spaces provided, please number your choices in order of preference (1 = the workshop you would most like to attend). For **each session**, use the numbers 1 through 6 to mark your preferences – IF you are attending both days. If you are attending only one day, please use the numbers 1 through 3 in the appropriate session(s) to mark your preferences. **NOTE:** Digital Imaging Workshop is a 'double session' – if you choose to attend, and get this choice, you will be attending both session 3 and session 4 to get all the info.

REMEMBER…the earlier you fully register, the better your chances to get your preferred workshop choices. *"First come, first served."* **DEADLINE = April 2nd.**

Please take a moment and answer the following questions:

1. I plan to attend:
   a. BOTH days _____
   b. Thursday ONLY _____
   c. Friday ONLY _____
2. Is this your FIRST conference with us? If so, please check here: _____
3. We are looking for *member* evaluators and workshop hostesses. Please check here if interested in being a member evaluator _____ Please check here if interested in being a workshop hostess _____
4. Problems? Are you allergic to any foods? If so, what foods?
   _____
   _____
   _____
   _____
5. **Other than food**, report any special needs directly to the Hotel.
6. **Questions?** Contact our conference registrar, Gretchen Roussin:
   Phone: 603-322-3678 x121
   Email: roussin.g@rochesterschools.com
7. **MEMBERSHIP** ~ Unable to attend? Don't miss out on the opportunity to renew your membership or become a new member of NHAEOP. Visit our website (www.nhaeop.org). We also have information on our website about being a member of National - such amazing opportunities!

Community Project – May 2010

We are collecting items that will be shipped to our active duty military personnel. A list of suitable items is available on our website www.nhaeop.org ~ a copy of the list will be sent with your conference registration confirmation (if your email address is provided).

BRING YOUR DONATIONS for our MILITARY PERSONNEL