NCTE Meeting - Participant Information Form

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| **March 9, 2018**  **Registration begins at 9:00 a.m. Meeting runs 9:30 a.m. – 3:30 p.m.**  **The Country Inn and Suites**  **5353 N. 27th**  **Lincoln, NE 402.476.5353**  **Lincoln Room** |

NAME:

Do you plan to attend the NCTE meeting on Friday, March 9, 2018?  Yes  No

Please select one of the following:

I am an NCTE Voting Member

If not attending, Alternate attending in your place:

I am an NCTE Alternate attending in place of a member

Member Name:

This is the first NCTE meeting I am attending as either a Voting or an Alternate Member:

Member Name:

I am a Guest, and will pay the $25 registration fee to attend.

**Lodging will be at The Country Inn and Suites, 5353 N. 27th, Lincoln, NE**

Will you require lodging on Thursday, March 8, 2018?  Yes  No

Special accommodations/requests:  Non-smoking  Smoking  Disability

If not a member/alternate, how will hotel payment be made?

Private Pay OR billed to:

Lunch will be provided; if you require any special dietary considerations, please explain:

Will you be driving a school vehicle with the school requesting mileage reimbursement?  Yes  No

*(If YES, a separate letter contract will be needed between the school and NDE for school vehicle mileage reimbursement)*

Will your school request substitute teacher reimbursement to pay for a substitute teacher so that you can attend the NCTE meeting?  Yes  No

*(If YES, a separate letter contract will be needed between the school and NDE for substitute teacher reimbursement)*

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| **SPECIAL INSTRUCTIONS: Save and email form to Marlene, or fax it to Marlene at 402.742.8372. Please send form by February 23, 2018** |

**Direct questions to:** Marlene Beiermann - 402.471.3397 or [marlene.beiermann@nebraska.gov](mailto:marlene.beiermann@nebraska.gov)