

CEC 2018 Justification Toolkit

**Make your case to attend the CEC 2018 Convention & Expo,
the only special education professional development event
for all educators serving every child with no limits!**

CEC 2018 is *the* special education event of the year—featuring over 600 sessions, strands (we’ve taken the guesswork out of planning by grouping sessions together so you get the biggest bang for your bucks), poster sessions, and more!

Making the case for support of travel, funding, and time off to attend CEC 2018 requires a solid understanding of the benefits. The convention is not only an opportunity for you to gain new insights and teaching strategies, but also an opportunity to connect with other special educators.



Experience CEC 2018!

✓ **Design Your Own Personalized Educational Experience**

- Hundreds of sessions on dozens of topics are presented each day, Wednesday through Saturday—**all included in your registration fee.**
- Back by popular demand: Teacher2Teacher presentations from expert leaders, sharing their personal classroom experiences and evidence-based instructional strategies.
- Visit cecconvention.org to browse sessions.

✓ **Instant Community**

- We've built CEC 2018 around three exciting General Sessions that will bring everyone together for informative and inspiring presentations that you cannot get anywhere else.
- There's lots of time during the Convention to network with your fellow educators. Many attendees build relationships at the convention that last a lifetime!

✓ **Deep-Dive Convention Workshops**

- 24 Convention Workshops will focus on the critical knowledge and skills you need to help your students succeed—and the topics were identified by special educators just like you!
- Choose from full- and half-day workshops on Wednesday and more half-day workshops on Saturday. (**Note:** Additional fee required to attend workshops.)

✓ **Professional Development Hours**

- Earn up to 23 [professional development hours](#) (PDHs) over the four days for no additional fee!
- For attendees from Florida, attending CEC 2018 can help satisfy your ESE recertification requirements—particularly in special education content! Documentation provided by CEC will allow you to submit your earned PDH hours to your district for CEU approval.
- Coming from another state? Check with the credentialing authorities in your state to find out how the hours you spend at CEC 2018 can be applied to your certification.

✓ **The Latest Technology and Curriculum**

- The Expo is the place to see, touch, and play with the latest educational products, devices, books, apps, and services. Add time to visit your favorite vendors to your convention schedule.
- Learning Labs are a fun way to dive into new strategies and tools that you can use in your classroom. Take part in these interactive, hands-on experiences and discussions.

How Much Does It Cost?

CEC offers multiple registration options to fit anyone’s budget. We want you to have access to the best professional development event of the year, in whatever way works for you.

Register early for the biggest savings! Early Bird registration for CEC members is especially a bargain: four days of training at less than \$100 a day! Can you only spare one day for Convention? Check out our single-day registration and Flex Pass package! Or gather a group and save together.

Registration Type	Early Bird Expires Nov. 1, 2017	Advance Expires Feb. 5, 2018	On-Site After Feb. 6, 2018	One Day (Rates per day)	Group Rates (per person, groups of 5 or more)
Member	\$395	\$445	\$495	\$195	\$405
Nonmember	\$515	\$565	\$615	\$295	\$508
Student Member	\$270	\$320	\$370	\$150	\$290

Volunteering is another great way to save—the more you volunteer, the more you save!

- **Early Bird Registration:** <http://www.ceconvention.org/registration-2/>
- **Registration Options:** <http://ceconvention.org/registration-options-2018/>
- **Volunteer:** <http://ceconvention.org/volunteer-2018/>
- **CEC Hotels:** <http://ceconvention.org/housing/>

Use the table below to develop a cost estimate for attending the convention.

Expense	Considerations	Cost
Convention registration	<ul style="list-style-type: none"> • Are you a CEC member? • What registration option works for you? • Do you want to add a full- or half-day workshop? 	\$
Travel	<ul style="list-style-type: none"> • How are you traveling to the convention: car, plane, train? • Consider your ground transportation in Tampa while at the convention. 	\$
Lodging	<ul style="list-style-type: none"> • CEC has negotiated travel discounts and secured reduced-rated hotel rooms to make your trip to Tampa affordable. 	\$
Food	<ul style="list-style-type: none"> • How many meals will you need? • Do you have a food per diem? 	\$
Total		\$

Writing a Justification Letter

We're here to help you get support from your principal or administrator to attend CEC 2018 in Tampa. You can customize the draft "justification letter" to make the case for your attendance. Please visit the CEC 2018 Convention [website](#) for more information.

Some things to remember (to help you self-advocate)...

- Early Bird registration is a bargain and can save your school or district money.
- You can earn up to 23 PDHs over four days (three days with up to six hours + one day with five hours).
- Identify the sessions you'd like to attend. Discuss the sessions you will attend and explain their value and how they will support your professional development goals—and enrich your co-workers' knowledge, too.
- Convention workshops are a great way to enhance your professional development at the convention—just be aware that they cost extra, and be able to justify the extra expense.
- CEC offers flexible [registration options](#)—attendees can attend one day or every day of the convention.

Justification Letter

Dear <Colleague>,

At the Council for Exception Children (CEC) Convention, special educators at all levels will be brought together to enhance their professional skills, knowledge, and careers. I would like to attend this event, on Wednesday, February 7–Saturday, February 10, 2018, in Tampa, Florida, to learn best practices and skills to provide a high-quality education for each and every one of my students.

By attending the convention, I will gain valuable knowledge that I will be able to implement as soon as I get back in the classroom. I'll also be able to select sessions that best inform and support my work while making connections with and learning from the experiences of other special educators throughout the convention.

CEC 2018 Convention and Expo provides opportunities for me to:

- Attend sessions focused on the critical knowledge and skills that I need to help my students succeed inside and outside of the classroom.
- Connect with other special educators with whom I can exchange ideas, skills, resources, and practices.
- Earn up to 23 hours of PDH credit.

To meet my professional development goals, I am seeking approval for the registration fees, travel and lodging expenses, and food expenses during the convention. The detailed cost breakdown is listed below. <Insert your expense estimate numbers here>

Convention Registration:

Travel:

Lodging:

Food:

Total estimated convention cost of: <Insert total cost here>

My participation in the convention will complement our school's objective of continual professional development, and I plan to return with resources to share what I've learned with our teachers.

Thank you in advance for your consideration.

Sincerely,

<Your Full Name>

Schedule at a Glance

Tuesday, February 6

Registration
2:00-7:00 p.m.

Wednesday, February 7

Registration
7:00 a.m.–8:00 pm

Convention Workshops
(Full & half day)
9:00 a.m.–4:00 pm

Concurrent Sessions
1:00–2:00 p.m.
2:15–3:15 p.m.
3:30–4:30 p.m.

Opening General Session
(President’s Address and Keynote)
5:00–6:30 p.m.

President’s Welcome Reception in the Expo Hall
6:30–8:30 p.m.

Thursday, February 8

Registration
7:00 a.m.–5:30 p.m.

Second General Session
8:00–9:00 a.m.

Concurrent Sessions
9:45–10:45 a.m.
11:00 a.m.–12:00 p.m.
1:00–2:00 p.m.
2:15–3:15 p.m.
3:30–4:30 p.m.

Expo Hall
8:30 a.m. –5:30 p.m.

Friday, February 9

Registration
7:00 a.m.–5:30 p.m.

Third General Session (Yes I Can)
8:00–9:00 a.m.

Concurrent Sessions
9:45–10:45 a.m.
11:00 am–12:00 p.m.
1:30–2:30 p.m.
2:45–3:45 p.m.
4:00–5:00 p.m.

Expo hall
8:30 a.m.–2:00 p.m.

Saturday, February 10

Registration
7:00 a.m.–4:00 p.m.

Convention workshops (half day)
9:00 am–12:00 p.m.

Concurrent Sessions
8:00–9:00 a.m.
9:15–10:15 a.m.
10:30–11:30 a.m.
1:00–2:00 p.m.
2:15–3:15 p.m.