

JUSTIFICATION TOOLKIT

www.CECconvention.org

CEC 2019

special education
convention & expo

indianapolis • jan. 29-feb. 2

ALL EDUCATORS. EVERY CHILD. NO LIMITS.

 *Indiana IEP
Resource Center*

 **INDIANA COUNCIL
of ADMINISTRATORS
of SPECIAL EDUCATION**

Join us...

...for the largest, most comprehensive special education professional development event of the year!

The Council for Exceptional Children (CEC), Indiana Council of Administrators of Special Education, and Indiana IEP Resource Center have partnered to bring you a professional development event you don't want to miss. Use this Justification Toolkit to help make your case for support of travel, funding, and time off to attend CEC 2019.

Attending the CEC 2019 Convention & Expo will allow you to:

- Keep your fingers on the pulse of trends, hot topics, and emerging practices in special education.
- Gain insights from leading special education experts to help make your practice better.
- Get great ideas to use in your classroom as you connect with educators practicing in different settings from around the world.

Design your own experience and earn up to 23 professional development hours (PDHs) by attending professional sessions from these hot topic areas:

- Behavior management
- Specially designed instruction
- Inclusion
- Co-teaching & collaboration
- Developing IEPs
- And many more...

How Much Does It Cost?

CEC 2019 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! The Best Rate and Early Bird registration options offer great value, especially for CEC members: four days of training at less than \$100 a day! Other money-saving options include Single-day registration; our Flex Pass Package; or Group Registration.

Visit these helpful links for more information on registration options:

- **Registration Options:** <https://ceconvention.org/registration-options-2019/>
- **Volunteer:** <https://ceconvention.org/volunteer-2019/>

Registration Type	Best Rate Expires 6/30/18	Early Bird Expires 9/30/18	Advance Expires 11/16/19	Onsite After 11/16/18	One Day Wed. - Sat.	Groups of 5 or more save after 6/30/18.
Member	\$377	\$395	\$445	\$495	\$195	<i>Each person saves \$20—based on rate at the time of registration. Submit all registration forms together.</i>
Non Member	\$497	\$515	\$565	\$615	\$295	
Student	\$252	\$270	\$320	\$370	\$150	

Back by popular demand: Lunch Express! You can purchase lunch at the time of registration for a one stop experience. You can order lunch for one day or all four days—only \$15 each per day.

Lunch Express offers salad and sandwich options and will include a bag of chips, and a soda or water.

Salad options:

1. Asian noodle salad
2. Grilled chicken Caesar salad

Sandwich options:

1. Smoked turkey & provolone on a deli roll
2. Roast beef & cheddar on a deli roll

How Much Does It Cost?

INDY has a great selection of hotels conveniently connected to the convention center by skywalks. AND, CEC 2019 attendees can find rates to fit their budget. [Housing is open](#) now, so book your room today before they all fill up!

Hotels	Rates – Any size room
JW Marriott Indianapolis (CEC HQ)	\$209 (Standard and Concierge rooms, Executive suites)
Indianapolis Marriott Downtown	\$195
Embassy Suites Hotel Downtown	Single/Double, \$189; Triple/Quad, \$209
The Westin Indianapolis	\$189
Courtyard by Marriott Downtown	\$179
SpringHill Suites by Marriott Downtown	\$179
Fairfield Inn & Suites Downtown	\$169

How Much Does It Cost?

Use the table below to estimate your investment 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? • Estimate using a travel service. • Consider your ground transportation in Indianapolis while at the convention. 	\$
Lodging	<ul style="list-style-type: none"> • CEC has negotiated travel discounts and secured reduced-rate hotel rooms to make your stay in Indianapolis affordable. 	\$
Food	<ul style="list-style-type: none"> • How many meals will you need? • Do you have a food per diem? <p>Remember Lunch Express!</p>	\$
Total		\$

Writing a Justification Letter

We're here to help you get support from your principal or administrator to attend CEC 2019 in Indianapolis. You can customize the following draft "justification letter" to make the case for your attendance. Please visit the CEC 2019 Convention & Expo [website](#) for more information.

Some things to remember to support your request...

- The Best Rate and Early Bird registration options are a bargain and can save your school or district money.
- You can [earn up to 23 PDHs](#) over four days (three days with possible 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—**please note that additional fees required.**
- 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 Tuesday, Jan. 29–Feb. 2, 2019, in Indianapolis, to learn best practices and skills to provide a high-quality education for each one of my students.

By attending CEC 2019, I will gain valuable knowledge that I will be able to implement as soon as I get back to my 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 educators throughout the convention.

CEC 2019 Convention & 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 professional development 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, January 29

Registration

2:00–7:00 pm

Wednesday, January 30

Registration

7:00 am–8:00 pm

Convention workshops

(Full & half-day)

9:00 am–4:00 pm

Lunch

12:00–1:00 pm

Concurrent sessions

1:00–2:00 pm

2:15–3:15 pm

3:30–4:30 pm

Opening general session

(President's Address and Keynote)

5:00–6:30 pm

Welcome reception in the Expo Hall

6:30–8:30 pm

Thursday, January 31

Registration

7:00 am–5:30 pm

Second general session

8:00–9:00 am

Concurrent sessions

9:45–10:45 am

11:00 am–12:00 pm

Lunch

12:00–1:00 pm

Concurrent sessions

1:00–2:00 pm

2:15–3:15 pm

3:30–4:30 pm

Expo Hall

8:30 am–5:30 pm

Friday, February 1

Registration

7:00 am–5:30 pm

Third general session (Yes I Can)

8:00–9:00 am

Concurrent sessions

9:45–10:45 am

11:00 am–12:00 pm

Lunch

12:00–1:30 pm

Concurrent sessions

1:30–2:30 pm

2:45–3:45 pm

4:00–5:00 pm

Expo Hall

8:30 am–2:00 pm

Saturday, February 2

Registration

7:00 am–4:00 pm

Convention workshops (half-day)

9:00 am–12:00 pm

Concurrent sessions

8:00–9:00 am

9:15–10:15 am

10:30–11:30 am

Lunch

11:30 am–1:00 pm

Concurrent sessions

1:00–2:00 pm

2:15–3:15 pm