

# JUSTIFICATION TOOLKIT

[www.CECconvention.org](http://www.CECconvention.org)



special education  
**convention & expo**

portland, oregon ● feb. 5-8

**ALL EDUCATORS. EVERY CHILD. NO LIMITS.**



## Join us...

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### ***"It was like visiting a planet called *Special Education!*"***

At CEC 2020 the focus will be on special educators with a single goal: making a difference for children with exceptionalities. Whatever your role—general or special education teacher, district administrator, principal, teacher educator, or paraprofessional—you can drive educator and student success by attending CEC 2020.

Use this Justification Toolkit to help make your case for support of travel, funding, and time off to attend CEC 2020.

### **Attending the CEC 2020 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 choosing from over 400 sessions covering these topics:**

- Accountability Systems (IDEA/ESSA) for Children and Youth with Disabilities
- Administration/Supervision
- Arts in Special Education
- Assessment
- Autism Spectrum Disorder / Intellectual Disabilities
- Career Development/Transition
- Collaboration and Inclusive Practices
- Communicative Disabilities and Deafness
- Cultural and/or Linguistic Diversity
- Early Childhood and Early Intervention
- Emotional and Behavioral Disorders
- Gifted and Talented
- International Programs/Services
- Learning Disabilities
- Maltreatment
- Measuring Special Education Teacher Effectiveness

- Multi-Tiered System of Support (MTSS)
- Parent/Family/School Partnerships
- Personnel Preparation
- Physical/Health/Multiple Disabilities
- Pioneers/Historical Perspectives
- Public Policy
- Research
- Starting the Teaching Career
- STEM
- Technology in Special Education and Early Intervention
- Visual Impairments and Deafblindness

## Registration Information

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CEC 2020 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 Advance registration options offer great value, especially for CEC members: four days of training as low as \$100 a day! Another money-saving options is our Single-day registration. Volunteer and save—you can serve as a volunteer and get a deep discount (save up to 40%) on registration. Volunteer sign-up is currently available to individuals in Oregon as the host state. On October 1, the signup site will open for everyone who would like to volunteer and save.

Visit <https://ceconvention.org/2020-registration/> for more information on registration options.

## Hotel Information

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CEC has negotiated great hotel rates in Portland! Book in CEC’s room block and receive a **MAX PASS** good for the light rail, streetcar, and bus during your stay in Portland. [Housing is NOW OPEN](#) so book your room today!

## Calculate your cost to attend

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Use the table below to estimate your investment for attending the convention.

Expense	Considerations	Cost
<b>Convention Registration</b>	<ul style="list-style-type: none"> <li>Are you a CEC member?</li> <li>What registration option works for you?</li> <li>Do you want to add a full- or half-day <a href="#">Optional Workshop</a>?</li> </ul>	\$
<b>Travel</b>	<ul style="list-style-type: none"> <li>How are you traveling to the convention: car, plane, train?</li> <li>Estimate using a travel service.</li> <li>Consider your ground transportation while in Portland. Remember, book in CEC's hotel block and get a <b>MAX PASS</b>.</li> </ul>	\$
<b>Lodging</b>	<ul style="list-style-type: none"> <li>CEC has negotiated travel discounts and secured reduced-rate <a href="#">hotel</a> rooms to make your stay affordable.</li> </ul>	\$
<b>Food</b>	<ul style="list-style-type: none"> <li>How many meals will you need?</li> <li>Do you have a food per diem?</li> </ul> <p><b>Remember Lunch Express!</b></p>	\$
<b>Total</b>		<b>\$</b>

## Writing a Justification Letter

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We're here to help you get support from your principal or administrator to attend CEC 2020 in Portland. You can customize the following draft "justification letter" to make the case for your attendance. Please visit the CEC 2020 Convention & Expo [website](#) for more information.

Some things to remember to support your request...

- **Emphasize impact.** Attending CEC2020 will benefit you as an educator, the students you serve, your colleagues, and ultimately your school. Talk about the new ideas and strategies you will discover that are based on solid research and academia.
- **Highlight the savings.** Your school or district can save money while investing in professional development for individual teachers or entire teams. **BEST RATE** savings are in effect through **September 30, 2019**. There are more savings for volunteers -- up to 40% off!

- **Stress the connection.** Make sure you explain that your attendance will help you meet knowledge requirements of your school or state. You can **earn up to 23 PDHs** over four days (three days with possible six hours + one day with five hours).
- You can direct your own learning and design the program that meets your specific needs—and enrich your colleagues' knowledge as well.
- Highlight the opportunity to learn firsthand from experts delivering the [Optional Workshops](#) presentation/materials. They are a great way to enhance your professional development at the convention—**please note that additional fees are required**. See the following page for a sample Justification Letter you can personalize and use.

## Justification Letter

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Dear

At the Council for Exception Children Special Education Convention & Expo (CEC2020), educators at all levels will be brought together to enhance their professional skills, knowledge, and careers. I would like to attend this event happening February 5-8, 2020, in Portland, to learn best practices and skills to provide a high-quality education for each one of my students.

By attending CEC 2020, 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 2020 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.

Convention Registration:

Travel:

Lodging:

Food:

Total estimated convention cost of:

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,



## SCHEDULE AT-A-GLANCE

*(Schedule subject to change.)*

**MEALS ARE NOT PROVIDED. ATTENDEES ARE RESPONSIBLE FOR THEIR OWN MEALS.**

### **TUESDAY, FEBRUARY 4**

2:00–7:00 PM ..... Registration

### **WEDNESDAY, FEBRUARY 5**

7:00 AM–8:00 PM ..... Registration

9:00 AM–4:00 PM ..... Convention Workshops

#### **CONCURRENT SESSIONS:**

1:00–2:00 PM

2:15–3:15 PM

3:30–4:30 PM

5:00–6:30 PM ..... Opening General Session

6:30–8:30 PM ..... Welcome Reception in the Expo Hall

### **THURSDAY, FEBRUARY 6**

7:00 AM–5:30 PM ..... Registration

8:00–9:00 AM ..... Second General Session

9:00–9:45 AM ..... Exclusive Expo Time

*(Immediately following Second General Session)*

#### **CONCURRENT SESSIONS & POSTER SESSIONS:**

9:45–10:45 AM

11:00 AM–12:00 PM

1:00–2:00 PM

2:15–3:15 PM

3:30–4:30 PM

#### **EXPO HALL**

8:30 AM–5:30 PM ..... Expo Hall Open

9:00–9:45 AM and

12:00–1:00 PM ..... Exclusive Expo Time + Lunch

### **FRIDAY, FEBRUARY 7**

7:00 AM–5:30 PM ..... Registration

8:00–9:00 AM ..... Third General Session

9:00–9:45 AM ..... Exclusive Expo Time

*(Immediately following Third General Session)*

#### **CONCURRENT SESSIONS & POSTER SESSIONS:**

9:45–10:45 AM

11:00 AM–12:00 PM

1:30–2:30 PM

2:45–3:45 PM

4:00–5:00 PM

#### **EXPO HALL**

8:30 AM–2:00 PM ..... Expo Hall Open

12:00–1:30 PM ..... Exclusive Expo Hours, Lunch

#### **REPRESENTATIVE ASSEMBLY**

12:30–4:00 PM ..... Representative Assembly

### **SATURDAY, FEBRUARY 8**

7:00 AM–4:00 PM ..... Registration

8:30 AM–11:30 PM ..... Convention Workshops (half day)

#### **CONCURRENT SESSIONS & POSTER SESSIONS:**

8:00–9:00 AM

9:15–10:15 AM

10:30–11:30 AM

1:00–2:00 PM

2:15–3:15 PM

11:30 AM–1:00 PM ..... Lunch





# REGISTRATION FORM

portland, oregon • feb. 5-8  
ALL EDUCATORS. EVERY CHILD. NO LIMITS.

First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Job Title (Required) \_\_\_\_\_

School District/Organization \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State/Province \_\_\_\_\_ Zip/Postal Code \_\_\_\_\_

Email \_\_\_\_\_ Country \_\_\_\_\_

## PAYMENT INFORMATION

Check (payable to CEC)  Credit Card  Purchase Order (original attached)

Credit Card # \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Exp. Date \_\_\_\_\_ Security Code (required) \_\_\_\_\_

Printed Name \_\_\_\_\_

Signature \_\_\_\_\_

## CONVENTION REGISTRATION *(See rates on page 2)*

- Full Convention Registration: February 5- February 8, 2020.
  - All 4 days, Wednesday, Thursday, Friday, Saturday \$ \_\_\_\_\_ Total
- Single Day Convention Registration: (Single day does not include optional workshops)
  - Wednesday  Thursday  Friday  Saturday \$ \_\_\_\_\_ Total

## PRINTED PROGRAM--\$8

Program (Convention Mobile App, no charge) \$ \_\_\_\_\_ Total

## LUNCH EXPRESS

Lunch is available for pre-purchase, **\$26 per day**. Buffet style meals include Gluten Free and Vegan options, as well as a soda/water. Full descriptions available at [www.ceconvention.org](http://www.ceconvention.org)

Wednesday  Thursday  Friday \$ \_\_\_\_\_ Total  
*(Different lunch options will be available on Saturday)*

## PAYMENT: Five Ways to Register

**BY MAIL** (Include this Form)  
CEC 2020 Convention & Expo  
P.O. Box 79026  
Baltimore, MD 21279-0026

**ONLINE** (with Credit card)  
[www.ceconvention.org](http://www.ceconvention.org)

**BY EMAIL**  
Email completed form to:  
[service@cec.sped.org](mailto:service@cec.sped.org)

**BY FAX:** Fax completed form to:  
(703) 264-9494

**BY PHONE:**  
Toll-Free (US & Canada) 1-888-232-7733  
703-620-3660

## OPTIONAL WORKSHOPS

There are 23 total workshops. See rates on page 2.  
Full Workshop Descriptions are available at [www.ceconvention.org](http://www.ceconvention.org)

### Wednesday, February 5- Full Day, 9AM-4PM

<input type="checkbox"/> Workshop 1	Developing Legally Defensible IEPs
<input type="checkbox"/> Workshop 2	Trauma Responsive Practices Across the Tiers: What Every Educator Needs to Know
<input type="checkbox"/> Workshop 3	Keep them Motivated! An Introduction to Classroom Pivotal Response Teaching
<input type="checkbox"/> Workshop 4	Tier 2 and 3 Behavior Support: Developing Protocols and Implementation Plans
<input type="checkbox"/> Workshop 5	Are You Using Your Paraeducators Appropriately? Strategies for Teachers and Administrators
<input type="checkbox"/> Workshop 6	Program Developer Workshop
<input type="checkbox"/> Workshop 7	Program Review Workshop *pre-approval required*

### Wednesday, February 5 – Half Day, 9AM-12PM

<input type="checkbox"/> Workshop 8	The ABC's of Autism in the Classroom: Setting the Stage for Success
<input type="checkbox"/> Workshop 9	Co-Teaching Nuts and Bolts: In the Classroom, the School, and the District
<input type="checkbox"/> Workshop 10	Becoming a Lighthouse Rather than a Tugboat: Coaching for Success
<input type="checkbox"/> Workshop 11	Improving Challenging Behaviors in the Classroom: Instruction as the Missing Link
<input type="checkbox"/> Workshop 12	What All Educators Must Know About Coming Changes to Special Education and Early Intervention Policy

### Wednesday, February 5 – Half Day, 1PM- 4PM

<input type="checkbox"/> Workshop 13	The Diagnostic-Prescriptive Reading Teacher - a Workshop for Literacy Nerds
<input type="checkbox"/> Workshop 14	Observing and Coaching the HLPS: Tools and Strategies for Effective Implementation
<input type="checkbox"/> Workshop 15	Relating in the Classroom: Evidence-Based Strategies for Teacher-Paraeducator Interactions
<input type="checkbox"/> Workshop 16	Specially Designed Instruction in Co-Teaching: Who, What, When, Why, and How
<input type="checkbox"/> Workshop 17	Thriving as a New Special Education Teacher: How to Dot the I's and Cross the T's in the IEP Process

### Saturday, February 8 – Full Day, 8:30 AM- 3:30 PM

<input type="checkbox"/> Workshop 18	College Transition: Preparing Students with Disabilities for Success
<input type="checkbox"/> Workshop 19	Practical Program Design for Behavior Classrooms: Addressing Intensive Behavior Needs

### Saturday, February 8 – Half Day, 8:30 AM- 11:30 AM

<input type="checkbox"/> Workshop 20	Interventions for Els At-Risk for or with Reading Disabilities that Work!
<input type="checkbox"/> Workshop 21	Using Data-based Individualization to Put the "I" in IEPs
<input type="checkbox"/> Workshop 22	Coaching Paraeducators to Maximize Discreet Support, Minimize Proximity to Advance Learner Outcomes
<input type="checkbox"/> Workshop 23	Executive Function Training: A Model for Explicit Instruction

\$ \_\_\_\_\_ Total

**TOTAL DUE:** \$ \_\_\_\_\_ **Total**

## CEC 2020 REGISTRATION RATES

(Registration rates do not include workshops. See workshop rates.)

Registration Type	Best Rate Expires 09/30/19	Advance Rate 10/01/19–11/30/19	Regular Rate 12/01/19–02/08/20	One Day Rate Wed.-Sat.
Member	\$395	\$465	\$515	\$220
Non-Member	\$535	\$590	\$635	\$320
Student-Member	\$270	\$340	\$390	\$175

## CEC 2020 OPTIONAL WORKSHOP RATES

(Registration rates do not include workshops. See workshop rates below.)

Registration Type	FULL DAY WORKSHOPS			HALF-DAY WORKSHOPS	
	Best Rate Expires 11/30/19	Regular rates 12/01/19–02/08/20	2020 Program Developer Workshop #6	Best Rate Expires 11/30/19	Regular rates 12/01/19–02/08/20
Member	\$199	\$249	\$350	\$109	\$149
Non-Member	\$249	\$299	\$500	\$159	\$209
Student-Member	\$127	\$157	N/A	\$73	\$103

## CONVENTION REGISTRATION POLICIES

### Payment

- CEC accepts purchase orders from schools and organizations in the US and Canada.
- Purchase order payment cannot be made online. Fax or email a copy of the PO with the registration forms to [service@cec.sped.org](mailto:service@cec.sped.org) or 264-9494.
- In order to receive the member price when registering online, you must log into the CEC website as the member. If you cannot do this, please use the paper form. Otherwise you will be charged the non-member price.
- In order to receive Student pricing, individuals must be CEC Student Members. If there is a question about student status, please email [service@cec.sped.org](mailto:service@cec.sped.org).
- Any purchase order processed and invoiced for registration at best rate registration rates must be paid by 9/30/2019. A rate increase will apply on purchase orders billed at best rate registration rates that are not paid by 9/30/2019.
- All invoices for convention registration generated on or after 11/30/2019 will need to be paid in full by 1/1/2020.
- Purchase orders are subject to the CEC refund/cancellation policy. Please review the policy below before submitting a purchase order.

### Cancellation & Refunds

Registrations paid or promised by check, credit card, or purchase order are subject to the following:

**Before December 1, 2019:** Cancellations will be accepted in writing- either emailed to [service@cec.sped.org](mailto:service@cec.sped.org) or mailed to PO Box 79026, Baltimore MD 21270-0024, no later than December 1, 2019. A \$50 Cancellation fee will be deducted from all refunds.

**After December 1, 2019:** Cancellations will be accepted in writing until 1/1/2020. A \$100 cancellation fee will be deducted from all refunds.

**After January 1, 2020:** No cancellations will be accepted or refunded after 1/1/2020.

**Substitutions are always accepted.** Email [service@cec.sped.org](mailto:service@cec.sped.org). Transfers from students to non-students, and members to non-members may have an additional fee.

**Workshop Cancellations:** Convention workshops are non-refundable regardless of form of payment. Substitutions will be accepted. Email substitutions to [service@cec.sped.org](mailto:service@cec.sped.org)

**Lunch Express:** Lunch express orders are not refundable after 1/1/2020. Substitutions will be accepted.

**Member Pricing:** In order to receive CEC Member Pricing, the attendee must be an active CEC member at the time of registration. Basic, Full, and Premier members all get the same price. To join at the same time as registration, fill out the membership application at [ceconvention.org](http://ceconvention.org) and return with payment.

## FULL REGISTRATION INCLUDES....

- » 3 General Sessions (sessions for ALL attendees, Wed, Thur, Fri)
- » 450 + Professional Sessions (a mix of demonstrations, panels, presentations with Q&A on Wed, Thur, Fri, and Sat)
- » 25 Teacher2Teacher sessions (Wed, Thur, Fri & Sat)
- » Opportunity to earn up to 23 professional development hours (PDHs)
- » The Expo- Filled with Vendors showing off cutting edge technology and the newest resources for your classrooms
- » Convention discounts on all products in the CEC Bookstore!
- » Plan to schedule time in the Tech Playground
- » Networking opportunities galore
- » CEC's Mobile App is the Convention Planner and so much more!

**Student Member Pricing:** In order to receive Student Member Pricing, the attendee must be an active CEC student member. If the attendee is not a CEC member at all, they can renew as a student member. If they already have an active membership- but is not receiving the correct price, email [service@cec.sped.org](mailto:service@cec.sped.org) to have the student status changed.

### REGISTRATION OPTIONS

**Full Convention Registration:** Full registration includes professional sessions beginning a 1 pm on Wednesday, February 5 and all sessions thereafter on Thursday, Friday, and Saturday. Registration also includes 3 General Sessions, time in the Expo Hall, and the opportunity to earn up to 23 Professional Development Hours (PDHs). Full convention registration DOES NOT include optional convention workshop registration or lunches. Separate fees apply.

**Single Day Convention Registration:** Single Day registration includes professional sessions on the day of registration, plus time in the Expo Hall on Wednesday, Thursday, or Friday. Single day registration includes the opportunity to earn up to 6 PDH hours. Single day convention registration DOES NOT include optional convention workshop registration or lunches. Separate fees apply.

**Convention Workshop Registration (additional fees):** Half or full day workshops where leading experts present in "hot topics", squeezing as much information as possible in to the session. Half day workshops can earn 3 PDH's, full day 6 PDHs. Registration fees are per workshop- attend two workshops, pay two registration fees.

**Note on Program Reviewer Workshop:** This workshop requires pre-approval. Please submit a review application and CV (found at [cec.sped.org/programreviewer](http://cec.sped.org/programreviewer)) to be approved.

**Convention Program- FOR SALE -- \$8.** CEC has gone digital. The program in its entirety will be available via CEC Mobile App and will be available in PDF form after the convention. Don't want to use the app? Purchase a bound copy of the 2020 convention program to be picked up on site in Portland.

**Lunch Express:** Order a buffet lunch with your registration, for \$26 per person per day, including water/soda. Lunch will be available at the Oregon Convention Center. Choose what you would like to eat on site. Each day has a different menu, with Gluten Free, Vegetarian, and Vegan options. For full menu's go to [www.cecconvention.org](http://www.cecconvention.org)

**CEC CONVENTION REGISTRATION DOES NOT INCLUDE TRANSPORTATION, MEALS, OR HOUSING.**

## EXPRESS LUNCH OPTIONS

Lunch is \$26 per day. Pay now, decide what you WANT onsite.  
Choose from these choices (as listed per day).



### WEDNESDAY, February 5

#### Bento Bowl Station

- Thai Style Chicken, Rice and Chow-Chow Vegetables (GF)
- Thai Style Beef, Rice and Chow-Chow Vegetables (GF)
- Grilled Tofu, Chow-Chow Vegetables, Rice (GF, Vegan)
- Bottled Water or Soft Drink

#### Gourmet Salad Station

- Chef Salad with Sliced Deli Meats, Hard Boiled Egg, Tomatoes, Cucumber, Cheese (GF)
- Vegan Mediterranean Style Salad, Grilled Tofu, Grilled Eggplant, Zucchini, Seasonal Legumes, Romaine Hearts, Frisee, Radicchio, Yellow Squash, Basil Vinaigrette (GF, Vegan)
- Roll with Butter
- Bottled Water or Soft Drink

#### Sandwich

- Smoked Turkey Bacon Club - Tillamook cheddar, butter lettuce, smoked bacon, house made pear mustard, nine-grain bread
- Veggie Wrap - grilled eggplant, hummus, mozzarella, shitake mushrooms, roasted peppers, arugula, pesto, wheat tortilla (vegetarian)
- Lay's Potato Chips
- Bottled Water or Soft Drink

### THURSDAY, February 6

#### Southwest Bowl Station

- Southwest Carne Asada, Fajita Veggies, Chula Beans, Pico De Gallo, Spanish Rice (GF)
- Southwest Chicken, Fajita Veggies, Chula Beans, Pico De Gallo, Spanish Rice (GF)
- Southwest Fajita Vegetables, Chula Beans, Pico De Gallo, Spanish Rice (GF, Vegan)  
- Sour Cream & Hot Sauce available
- Bottled Water or Soft Drink

#### Gourmet Salad Station

- Chicken Mediterranean Style Salad, Grilled Eggplant, Zucchini, Seasonal Legumes, Romaine Hearts, Frisee, Radicchio, Yellow Squash, Basil Vinaigrette (GF)
- Vegan Mediterranean Style Salad, Grilled Tofu, Grilled Eggplant, Zucchini, Seasonal Legumes, Romaine Hearts, Frisee, Radicchio, Yellow Squash, Basil Vinaigrette (GF, Vegan)
- Roll with Butter
- Bottled Water or Soft Drink

#### Mac & Cheese Station

- Pulled Pork Mac & Cheese
- Chicken Mac & Cheese
- Traditional Mac & Cheese (vegetarian)
- Bottled Water or Soft Drink

### FRIDAY, February 7

#### Bento Bowl Station

- Thai Style Chicken, Rice and Chow-Chow Vegetables (GF)
- Thai Style Beef, Rice and Chow-Chow Vegetables (GF)
- Grilled Tofu, Chow-Chow Vegetables, Rice (GF, Vegan)
- Bottled Water or Soft Drink

#### Mediterranean Station

- Chicken Kebab, Couscous, Tomato & Cucumber Salad
- Falafel, Couscous, Tomato & Cucumber Salad (Vegan)
- Bottled Water or Soft Drink

#### Sandwich

- Cuban roasted rosemary pork shoulder, mustard aioli, pickles, Swiss cheese, baguette
- Veggie Wrap - grilled eggplant, hummus, mozzarella, shitake mushrooms, roasted peppers, arugula, pesto, wheat tortilla (vegetarian)
- Lay's Potato Chips
- Bottled Water or Soft Drink

### SATURDAY, February 8

Food options will be available in the convention center Saturday, February 8. Concessions will be open in the morning through lunch time.