

Registration Instructions for Special Education Director or Special Education Administrative Assistant

Registration Deadline is March 1, 2010

- Make sure staff members understand that forms need to be completed by them and returned to you.
- Be sure to register attendees soon to assure they receive their workshop first choices.
- Only one person should be registering the staff from your district(s). That person will be the contact for Taffy Bassett-Fox should any issues arise.
- Registration for the conference is now online. Please do not mail in any registrations. Staff should not be registering themselves online.
- Logon to <http://spedconference2010.eventbrite.com> to register each attendee.
- Should you have any questions about the online registration process, please contact Taffy Bassett-Fox at 413-527-7200 ext. 4304 or by e-mail: tbassettfox@hr-k12.org
- Should you have any questions regarding the conference, please contact Sue Samoriski at booklady2@hotmail.com or call 413-625-9916 (home office) or 413-625-2555 (Mary Lyon Foundation).
- Conference participants wishing to stay overnight at the Deerfield Inn will receive a corporate rate of \$125/night. Please contact the Deerfield Inn directly:
 - Deerfield Inn, 81 Main Street, Deerfield, MA 01342
 - Deerfield Inn: 800-926-3865 / 413-774-5587
 - Ask for the corporate rate per: Carl Sabo