

**SECTION H
SUPPLEMENTAL FORMS**

H-1 Outstanding Developmental Educator

(Letterhead)

September 24, 1997

Dear Educational Leader:

The Florida Developmental Education Association will host its twentieth annual conference, **A Standard of Quality: Developmental Education**, November 5-7, 1997, at the Sheraton Harbor Place Hotel, Ft. Myers, Florida. One of the highlights at the conference will be the presentation of the **Outstanding Developmental Educator** award. As chairperson of FDEA's awards committee, it is my pleasure to solicit your nomination of a developmental educator for this prestigious award.

Kindly complete the enclosed nomination form and a narrative of your nominee's qualifications. Send or fax all requested information to me at the address/fax number listed below. In order for the awards committee to give adequate consideration to all candidates, **your nominations must be received by October 12, 1997.**

Your support of developmental education is greatly appreciated. Please nominate a worthy candidate and share copies of the nomination form with other educational leaders at your institution who may also wish to recognize a leader in developmental education.

Very truly yours,

Dr. Sara Lee Sanderson
Miami-Dade Community College, Kendall Campus
11011 SW 104th Street
Miami, FL 33176
Tel. 305/237-2752; Fax 305/237-0536

Web Site:

Call for FDEA Outstanding Educator Nominations

Do you know someone who stands out in the field of developmental education? If so, nominate him or her for FDEA's Outstanding Educator Award. This award is traditionally presented during the association's annual conference. The outstanding educator will be selected based on his or her demonstrated excellence in the areas described below.

Criteria:

- Must be a person whose work exemplifies the philosophy of developmental education.
- Must demonstrate excellence in teaching or appropriate professional skills (e.g., counseling, tutoring, administration) with developmental education students.
- Must show responsiveness to individual students and commitment to professional growth.
- Each nominee must be a current member of FDEA.

Information Required:

1. Nominee's name, mailing address, e-mail address, and telephone number.
2. Institution and title/position.
3. Outstanding achievements in each of the following: (a) teaching/other professional skills; (b) relationships with students; (c) professional development activities.
4. Picture of nominee for press releases.
5. Name, addresses, phone number, and college/position of person making nomination.

Please include a brief, biographical sketch highlighting your nominee's role in developmental education along with a narrative covering the criteria stated above.

SEND NOMINATIONS TO:

Gail G. Burkett
Palm Beach Community College
3160 PGA Boulevard
Palm Beach Gardens, FL 33410

· E-mail: burkettg@pbcc.edu ·

Submissions for the 2007 award must be postmarked by May 27, 2007.
The winner will be announced at the FDEA annual conference.

H-2 Institutional Membership

(Sample)

September, 1995

TO: FDEA Board Members

FROM: Antoinette B. d'Oronzio

SUBJECT: Request for Help in Recruiting Institutional Members

The conference is almost upon us, and we do not have as many institutional memberships as we have had in the past. If your institution has not joined or if you have a colleague at an institution which has not joined and you would be willing to contact this person for help, please use the enclosures to aid the recruitment effort.

For your information, the following institutions have joined FDEA for the 1995-1996 conference year:

Brevard Community College
Broward Community College
Central Florida Community College
Edison Community College
Florida Community College at Jacksonville
Florida Keys Community College
Hillsborough Community College
Indian River Community College
Miami-Dade Community College
Okaloosa Walton Community College
Palm Beach Community College
Pensacola Junior College
Polk Community College
Santa Fe Community College
St. Johns River Community College
St. Petersburg Junior College
Valencia Community College

(Sample)

An Invitation to Institutional Membership

The Florida Developmental Education Association (FDEA) is an organization of developmental educators providing leadership for practitioners and supporters of college preparatory education in Florida's colleges. The association includes administrators, counselors, instructors, and paraprofessionals. FDEA provides a conference for the exchange of information on developmental curriculum, instruction, and evaluation. Beginning this year, FDEA has moved its conference to the fall. This year's conference is scheduled for November 8 through 10 in St. Augustine.

The Florida Developmental Education Association (FDEA) invites your college to become an institutional member of this important statewide association for the 1995-1996 conference year (summer 1995 to summer 1996). The benefits of membership in FDEA include the following:

- receiving the FDEA newsletter
- receiving information about the conference
- sharing instructional and research information
- receiving information about issues from the State Board of Community Colleges
- providing input to state agencies, and
- having a network of professionals to call regarding college prep concerns .

Institutional membership, which is offered to all Florida colleges at a cost of \$100 per institution, has additional benefits, including the following:

- one free FDEA conference registration,
- the publication of the college name in each FDEA newsletter in an institutional membership listing,
- eligibility for students of the institution to apply for FDEA scholarships.

There is a minimum of one \$500 scholarship awarded at every conference.

We look forward to having your institution as an institutional member of FDEA. Please process the enclosed form and enroll your institution as an institutional member today.

(Sample)

Fall, 1995

Dear Colleague,

There are difficult times for developmental programs in Florida. We need a strong organization to champion the cause of college preparatory programs and students. The Florida Developmental Education Association (FDEA) is that organization. FDEA is strong because of its strong, participating membership.

Although most of the membership in FDEA consists of individuals, there is an important other category of membership-institutional membership. This membership represents a commitment by a college to its college preparatory programs, faculty, and students.

Institutional membership costs \$. Besides the usual benefits of membership, institutional membership allows one administrator free conference registration at the November 8-10 conference in St. Augustine. Additionally, only students from institutional member schools are eligible for the FDEA scholarships. There is a minimum of one \$500 scholarship awarded at every conference.

FDEA needs your help in identifying the person at your college who can make the decision to enroll the institution as an institutional member of FDEA. Please see that the right person gets the accompanying notice and application form and encourage that person to enroll your institution.

Your help is greatly appreciated.

Sincerely,

Antoinette B. d'Oronzio
FDEA Membership Committee

(Sample)



Florida Developmental Education Association

May 8, 2006

Community College
XXXX, FL 3

Dear _____,

The Florida Developmental Education Association (FDEA) invites your college to renew its institutional membership for the 2006-2007 fiscal year. Your current membership will expire on 06/01/06. Your renewal will enable the faculty and staff of your college to receive fresh ideas, invaluable support, and useful information from the wide range of professionals who participate in the association's activities.

Benefits of FDEA membership include:

- *receiving the FDEA newsletter*
- *receiving information about the state conference*
- *sharing instructional and research information*
- *receiving information from the Division of Community Colleges*
- *providing input to state agencies, and*
- *networking with other developmental educators*

Additional benefits with institutional membership include:

- *one free FDEA conference registration for October 25-27, 2006 in Orlando*
- *eligibility for students of your institution to apply for \$500+ FDEA scholarships*

For further information about FDEA, the 2006 Conference, or scholarship due dates, please go to our web site, <http://www.fdea.net>.

Sincerely,

Dianne Kostelny
FDEA Institutional Membership Chair
kostelnd@owc.edu

(Sample) Second Notice:



Florida Developmental Education Association

Community College
XXXX, FL 3

Dear _____,

The *Florida Developmental Education Association* solicits membership from the Florida community colleges and other colleges and universities who have an interest in developmental education. Our membership year runs from July to July, but invitations are extended prior to July 1 and again after July 1, so that membership fees can be charged judiciously to a budget year. According to my records your college last joined 06/02/05.

The FDEA annual conference is October 25-27, 2006 in Orlando. You can find additional information about members of the FDEA Executive Board, the conference, and a conference registration form on our web site at <http://www.fdea.net>.

The due date for our records for this year's conference is September 30th. Please send your check by that date. If you have already sent/mailed the dues, please let me know.

I am including an additional invitation/invoice. I look forward to hearing from you and hope to see you in October.

Sincerely,

Dianne Kostelny
FDEA Institutional Membership Chair
kostelnd@owc.edu

(Sample) Thank-you letter:



Florida Developmental Education Association

Community College
XXXX, FL 32922

Dear _____,

Thank you for accepting the invitation for _____ Community College to renew its institutional membership in the Florida Developmental Education Association for 2006-2007. Please check out our web site at <http://www.fdea.net> for additional information on our organization, e-mail addresses of board members, and conference updates as they are posted.

I have included information on an award nomination for FDEA Outstanding Educator on the back of this letter. I have also included information on the adjunct fee waiver for the October 25-27, 2006 in Orlando as well as a copy of the registration form.

If you have questions or need further assistance, please contact me anytime.

Sincerely,

Dianne Kostelny
FDEA Institutional Membership Chair
kostelnd@owc.edu

(Sample)



AN INVITATION TO INSTITUTIONAL MEMBERSHIP

The Florida Developmental Education Association (FDEA), an organization of educators interested in supporting developmental education, provides leadership for practitioners and supporters of college preparatory education in Florida's colleges. The association's membership includes administrators, counselors, instructors, and paraprofessionals. FDEA holds membership in the National Association for Developmental Education (NADE). FDEA provides a state conference for the exchange of information in developmental curriculum, instruction, and evaluation. For further information about FDEA and the 2006 [28th ANNUAL CONFERENCE](http://www.fdea.net) please check out our web site, <http://www.fdea.net>.



Best Practices and Emerging Trends in Developmental Education

October 25 - 27, 2006

Sheraton Safari Hotel, Orlando, Florida

Benefits of FDEA membership include:

- *receiving the FDEA newsletter and information about the state conference*
- *sharing instructional and research information and networking with other developmental educators*
- *providing input to state agencies and receiving information about issues from the Division of Community Colleges*
- *one free FDEA registration for the annual state conference*
- *eligibility for students of your institution to apply for FDEA and FCRC scholarships*

Disclosure Notice: FDEA may provide the names and addresses of its members to third parties for the sole purpose of facilitating the business of the association. The business would include newsletter mailings, conference registration, and member enrollment. FDEA does not sell or provide its membership list to solicitors or for purposes of solicitation.

INVOICE

Institution: _____

Address: _____

Name of Institution's Contact: _____

E-mail: _____

Telephone: _____

Please remit institutional membership dues for July 1, 2006 – June 30, 2007 in the amount of **\$250.00** (Two hundred fifty dollars) payable to Florida Developmental Education Association.

Mail Checks to:

Dianne Kostelny
FDEA Institutional Membership Chair
Okaloosa-Walton College
100 College Blvd.
Niceville, FL 32578

For Information or Other Questions, Contact:

Dianne Kostelny
FDEA Institutional Membership Chair
kostelnd@owc.edu
850-729-4938

(Sample)

Contact Name
ABC Community College
College Address
City, State ZIP CODE
September 22, 1995

Dear Contact,

ABC Community College did not respond to the FDEA invitation to institutional membership, which we sent out in May. The FDEA board members suggested that I send you the enclosed information on institutional membership and you would see that the right person got it.

I took the liberty of also enclosing a n application for board nominations. We are always looking for good people, and ABC Community College does not currently have a representative on the board. The deadline for board nominations is almost upon us (October 1), but perhaps you know someone at your institution that just needs a little encouragement to run and could send the form in right away.

I hope to see you at the conference November 8 to 10 in St. Augustine.

Best regards,

Antoinette B. d'Oronzio

H-3 Conference Registration Form**(Sample)**

FLORIDA DEVELOPMENTAL EDUCATION ASSOCIATION
 19th Annual Conference
 "Developmental Education: Start Here, Go Anywhere!"
 November 13-15, 1996

ADAM'S MARK RESORT
 100 N. Atlantic Avenue
 Daytona Beach, FL 32118
 Conference rate \$78 (S or D)
 \$88 (Triple) \$98 (Quad)
 Reservations: (800) 872-9269 or (904) 254-8200
 FAX: (904) 253-0275

To pre-register for the conference, please complete this form, attach a check made out to H. Jeannette Tyson, FDEA Treasurer, and mail to:

H. Jeannette Tyson
 Valencia Community College
 1800 S. Kirkman Rd. 4-23
 Orlando, FL 32811-2302

Mr. _____
 Name: Ms. _____
 Dr. _____

Institution: _____

Position Title: _____

Address: _____

City, state, zip: _____

Phone: Office () _____ Home () _____

Home address (if this is preferred mailing address):

FDEA Membership \$15.00 _____ Renewal
 (for November 1996-November 1997) _____ New

Conference Pre-registration Fee \$55.00
 (The pre-registration fee applies to registrations postmarked by October 30, 1996.)

On-Site Registration \$60.00
 Registration includes luncheon on Thursday, November 14, 1996.
 Luncheon entrée preference: ___ Meat _____ Non-Meat

(Sample)



VALENCIA

Best Practices and Emerging Trends in Developmental Education Oct. 25 - 27, 2006

FDEA Florida Developmental Education Association (FDEA) 28th Annual Conference Sheraton Safari Hotel Orlando, Florida

REGISTRATION FORM

Please note - only one primary registrant per form (please duplicate this form as required).

Name (Dr., Mr., Mrs., Ms.):			
First Name for Registrant Badge:			
Title/Position:			
Community College/Organization:			
Business Mailing Address:			
City:		State:	Zip:
Business Phone: ()		Fax: ()	
Email:			
Please indicate any dietary restrictions/special needs:			
FULL CONFERENCE REGISTRATION	On or Before 9/20/06	After 9/20/06	TOTAL
____ Member	\$160	\$180	
____ Non-Member	\$195	\$215	
____ Institutional Member	No fee for Institutional Member Designee 2006 (1 per institution) \$0		
DAILY REGISTRATION (Members & Non-members)			
____ Thursday	\$95		
____ Friday	\$65		
PRE-CONFERENCE WORKSHOP (select one) Not included with full or daily registration.			
____ Innovative Programs in Florida's Developmental Math Curriculum	\$20		
____ More than an Empty Spoon			
____ Solving the Puzzle of Writing: Strategies to overcome the language issue & engage the ESOL student			
ADDITIONAL GUEST TICKETS			
____ Wednesday Reception	\$35		
____ Fun Run/Walk (includes gift and snack)	\$20		
FDEA MEMBERSHIP FEES			
____ Faculty/Administrator/Staff	\$35		
____ Adjuncts/Retirees	\$25		
____ Full-time Graduate Students	\$15		
Would you like to serve as a session moderator? ____ Yes ____ No		TOTAL AMOUNT DUE: \$ _____	
PAYMENT INFORMATION			
() Check/Money Order (payable to Valencia Community College) EIN# 59-1216316			
Credit Card (please check one)			
() Visa () MasterCard () American Express () Discover			

Credit Card Number:		Expiration Date:
Cardholder's Name (please print):		
Signature:		Date:
For Office Use Only: 63102300-0000000-00000-01		
Check #:	Amount:	Date Received: / /
Receipt #:	Credit Card Auth. #:	Initials:

Conference Design and Purpose

The Florida Developmental Education Association conference is designed to enhance the professional capabilities of developmental educators in post-secondary institutions. Since 1978, FDEA has prepared educators to better serve Florida students through the theory, delivery, and practice of developmental education, and through the design of programs to prepare effective developmental curricula.

Registration Information

Full Conference Registration includes all conference materials, general and concurrent sessions, a reception and luncheon. The daily registration fee includes conference materials, general and concurrent sessions and any refreshment breaks and meals for that day only.

If you have not received a registration confirmation by **Monday, October 16**, please call the Conference Management Office at 407-582-3219 to verify your registration. Registrations will continue to be accepted through **Wednesday, October 18**. After that date, attendees must register on-site, pending space availability.

Register online at www.fdea.net/Conf2006/ with credit card payments, or via fax to: Valencia Community College, Conference Management 407-582-3004.

Mail registration forms and payment to:

Valencia Community College
Conference Management, RE: FDEA
P.O. Box 3028
Orlando, FL 32802-3028

Call the Conference Management Office at 407-582-3219 or email jflores1@valenciacc.edu should you have special needs or dietary restrictions. Please notify us of your needs at least two weeks prior to the conference.

Cancellation/Refund Policy:

Full refunds will be given to any registrant who submits a letter of cancellation that is received by **Wednesday, September 27**. No refunds will be granted after that date and "no shows" will not be refunded; however, a substitute attendee is permitted. "No shows" registered by purchase order will be invoiced for applicable conference fees.

Hotel Accommodations

This year's conference is being held at the Sheraton Safari in Lake Buena Vista, Florida. Located in the heart of Lake Buena Vista, Florida, the resort is minutes away from Downtown Disney, Walt Disney World® and other major attractions. The Sheraton Safari is pleased to offer the Florida Developmental Education Association the following room rate through the entire conference:

*Single/Double: \$115 per night + tax

Attendees should make their reservations by calling **1-888-354-1356**, or visit the website at <http://www.starwoodmeeting.com/StarGroupsWeb/booking/reservation?id=0604215011&key=74192> and reference the Florida Developmental Education Association Conference. The special conference rate will be available until **Wednesday, September 27**. Please make your reservations early! After that date, reservations will be accepted on a space available basis at the prevailing rate.

(Sample)**Local Arrangements Checklist****Contract With Hotel****Physical Needs:**

- _____ Five concurrent breakout rooms large enough to seat 50 people theater style, another large enough to seat 130, and a banquet room large enough to comfortably seat 150 will be needed. Each room will need a podium and table for materials. The larger rooms will need microphones. Each room will need several electrical outlets.
- _____ A locked room will be needed near the meeting rooms for the storage of equipment for some publishers and presenters, door prizes, etc. Two readily available board members should have keys to this room during the conference.
- _____ The publishers' area should be large enough to accommodate at least 15 publishers' tables, perhaps 18 to 20. There should be room for coffee breaks and continental breakfast in or near the publishers' area. Hotel should provide skirted tables, although some publishers' will bring their own skirts. These tables need to be near outlets; and even then, 6-8 power strips and extension cords should be obtained from either the hotel or hosting college.
- _____ The registration area should be reasonably central to the conference meeting rooms' area. Be sure this area is booked for the entire length of the conference. In 1995, the registration tables had to be moved to accommodate the registration of another group. Three skirted tables for registration will be needed. There should be an outlet and a power strip nearby in case a computer and printer are used. Usually registration materials should be allowed to remain on the tables or in boxes under the tables overnight. However, especially important materials may be taken to the locked storage area.
- _____ Hotels often host more than one conference at a time. Be sure to work carefully through an old program with hotel staff to ensure our space needs will be met.
- _____ Seventy-four (74) guest rooms were used during the 1995 conference (54 at the Ponce, 20 at the Quality Inn, a mile away).
- _____ Ask about availability of non-smoking rooms.
- _____ Ask if the rooms contain projector screens or wall mounts for wall screens. Ask which, if any, equipment is supplied by hotel at no charge. Ask for a list of A/V charges in case you can't get everything you need from your college.
- _____ The hotel should have wheelchair access to all necessary rooms; ask if any guest rooms have specialty accommodations for disabled people.

Other Contract Items:

- _____ The hotel should agree to fixed room and meal rates one year ahead of time.
- _____ The meeting room for board meetings should seat 25 people at conference tables.

_____ We should get a complimentary guest room or suite with a block of 50 rooms. The scholarship winner or keynote speaker usually uses this room.

_____ There should be no charge for meeting rooms for breakout sessions or executive board meetings. There should be no charge for basic set-ups in these rooms (podiums, tables, mikes, etc.)

_____ Reserve space for September board meeting. Generally the hotel offers complimentary coffee and pastries for at least one board meeting.

_____ The hotel should agree to a complimentary “two-nights” to be used as a door prize. In addition, send them a letter on FDEA letterhead requesting this.

Money:

_____ Be sure that rooms for keynote speaker(s) and any other FDEA guests are charged to our master account.

_____ Be sure to establish the program carefully before meeting with the hotel caterer. Last minute changes can cause problems. Check contract agreement for possible changes in costs of meals, wine and cheese, coffee break, and continental breakfasts.

_____ Ask to be charged “per use” for such items as canned sodas and wine.

_____ Have an agreement with the hotel that the only ones who can request A/V equipment and copying to be charged to our master account are the President, the Program Chair, and the Local Arrangements Chair.

_____ Ask if any meal or refreshment prices will change for last minute additional numbers.

Food:

_____ Continental breakfasts for board meetings and conference should include bagels and decaffeinated coffee. Increasingly, bagels are consumed before the other pastries.

_____ Ask hotel if board members can choose from a limited menu of the banquet luncheon choices when they have lunch at the January board meeting so they can decide on the menu for the November conference. This way the board can make menu choices, which can be listed, on the registration form in the September newsletter.

_____ Select menu for post-conference Executive Board Luncheon.

_____ Prepare half-sheet signs for coffee breaks, continental breakfasts, and wine and cheese, reading, for example, “Continental Breakfast for FDEA Participants, compliments of your publishers.”

_____ Establish a method for servers to easily recognize people who request meatless meals: green stars, red apples, red dots, different color name tags, or different color meal tickets, for example.

_____ Be aware of the hotel’s exact deadline for committing to a luncheon count.

Remember to include publishers, and non-paying guests such as keynote speakers, institutional membership administrators, registration volunteers, etc. Be generous with the final count. It's better to commit to 5 or 10 more meals than we need than are worried there won't be enough food. Discuss this with the hotel caterer.

The counts for 1995 were as follows: 136 luncheon (46 meatless); 120 for each of the continental breakfasts; 4 gallons coffee and 50 sodas for coffee break; cheese and fruit set-up for 100 and 17 bottles of wine for wine and cheese; 26 for post-conference Executive Board luncheon.

Equipment:

Put someone at your college completely in charge of equipment. Put your technical support person in contact with the Publishers Chair and the Program Chair. Presenters with equipment problems or needs should call the technical support person, not you. He or she should be fairly knowledgeable of such equipment as LCD panels, VHS projectors, and various computer cable hook-ups. He or she should not be expected to attend the Wednesday board meeting, as equipment will be arriving and set-up during that time.

The technical support person should contact each presenter with special needs to discuss equipment needs and determine which equipment will perform best visually for a large group. For example, is overhead material large enough or the monitor screen large enough to be seen in the back of the room. Presenters should be encouraged to bring their own equipment whenever possible.

Because hotel charges are usually high, the technical support person should try to get as much equipment as possible from your college. He or she should list not only what will be needed, but which room, time, and presenter name.

Check to see if the hotel has built-in boards, white boards, pull-down screens or wall mounts for wall screens. Perhaps the walls are suitable for projection.

Assume you will need an overhead projector, screen, easel, and flip-chart in each breakout room.

Assume that at least one important piece of equipment will fail and at least two presenters will not relay their needs until the last minute.

Prepare a "trouble box" with extra overhead projector bulbs, extension cords, overhead films and markers, white board markers, computer cables, etc.

Registration:

A sample registration form is provided. It should include an explanation of hotel's policy for accepting college tax-exempt status. It should also say whether non-smoking rooms are available.

_____ Prepare a schedule of volunteers to work the registration table. Two people plus the treasurer will generally be enough for each time slot. Volunteers should arrive an hour before Wednesday night registration time to help attach ribbons and get organized. Ask administrators to volunteer themselves or their support staff. Clerical help will be helpful if a computer and printer are available to make on-site name tags. Neither the Local Arrangements Chair nor the Program Chair may be scheduled to work the registration table; they must be available for troubleshooting.

_____ Registration forms will be sent first to the Treasurer, then to the Local Arrangements Chair. Try to get college clerical staff to do name tags for paid registrations. Try to get the same person to work the registration table. Do not make name tags until money has been received. Too much confusion results when two groups of name tags (paid and not-paid) are kept.

_____ Name tags should visibly designate people who request meatless meals: green stars, red apples, red dots, different color name tags, or different color meal tickets, for example, use a different method, so as not to confuse the servers, to designate nominees.

_____ Ribbons for Board members, presenters, and moderators should be taped to the name badges. Use the program to make an alphabetized list of these. Because so many name tags will be printed only days before the conference or on-site, it may be easiest to wait until an hour or so before registration to begin attaching the ribbons.

_____ Order enough name tags and registration packet materials for 175 to 200 people. In 1995, we had 150 registration packets prepared and had to make more on-site.

Registration packet contents: pocketed folder to hold the following:

_____ pen or pencil
 _____ notepad
 _____ map of conference facilities
 _____ tourist info from chamber of commerce
 _____ list of area restaurants
 _____ area map
 _____ fact sheet from college
 _____ program
 _____ list of participating publishers
 _____ list of exec board nominees
 _____ ballots
 _____ applications for future board nominees

College:

_____ Write a letter requesting the host college president welcome the conference.

_____ Consider a tour of campus facilities: a developmental studies lab, for example.

_____ Request any college room facilities required through official channels.

- _____ Classify meetings at the college as campus functions when requesting rooms. This circumvents the need to pay for insurance and custodial services in most instances.
- _____ Arrange for college maintenance staff to transport the equipment.
- _____ Ask someone at your college to be in charge of transportation in case any participants need to be picked up at the airport. Only two people needed such transportation to the Ocala conference, and one to the St. Augustine conference. Reserve a college van, just in case.
- _____ Ask someone at your college to be the conference photographer. Check with your public relations department. Go through the program to list specific events and persons to be photographed.
- _____ Request that the college sponsor one coffee break and donate folders and note pads for registration packets, and be sure the host institution is listed on the cover or back of the program.
- _____ If the Board establishes a fee for the host institution, try to get the cooperation of academic deans to allow time off for interested faculty members who would otherwise not register at all to attend a few sessions. Provide advance copies of the program so they can plan ahead.
- _____ Get a "fact sheet" of historical or promotional information about your college.
- _____ The local news media should be informed that people from the State Department of Education will be in town to address the conference. You may be able to turn this task over to the college's public relations department.

COMMUNITY:

- _____ Gather free materials from the Chamber of Commerce, including area maps, restaurant guides, information about local attractions.

H-4 Membership Form**(Sample)**

Last _____ First _____ Please Circle
 Dr. Mr., Ms., Mrs.,

College _____ Campus _____

Address _____

City _____ State _____ Zip _____

Office () _____ FAX _____

E-mail address _____ Area of expertise _____

Position _____

I want my mail sent () to school () home.

Home address _____

City _____ State _____ Zip _____

Home phone () _____

Position held with FDEA _____

NADE Member? () Yes () No

(Sample)**FDEA Individual Membership Data Form**

The information below is my request for:

Data Correction
 Membership Renewal
 New Membership

Title (check one): Dr. Mr. Mrs. Ms.

Name _____

Institution _____

Preferred Mailing Address _____
 _____Preferred Directory Address _____
 (if different from mailing) _____

Telephone (_____) _____

E-mail _____

Area of Expertise/Position _____

Indicate if FDEA may print your data above in the next FDEA Directory:

(check one) Yes NO**Annual FDEA Membership Dues:**

- Faculty/Administrators (\$35)
 Adjuncts/Retirees (\$25)
 Full-time Grad Students (\$15)

Mail Checks Payable to FDEA :

Need name and address of board member handling this.....

Disclosure Notice:

FDEA may provide the names and addresses of its members to third parties for the sole purpose of facilitating the business of the association. The business would include newsletter mailings, conference registration, and member enrollment. FDEA does not sell or provide its membership list to solicitors or for purposes of solicitation.

H-5 Future Candidates for FDEA Executive Board

(Sample)

Please list below any Florida Developmental Education Association member(s) you wish the Nominations Committee to contact as a possible candidate for the FDEA Executive Board at the next FDEA Annual Conference. Candidates for the Board must have been a member of FDEA for at least one year. They also must be full-time employees of a postsecondary educational institution in Florida. Board members serve two-year terms and attend meetings four times a year.

NAME: _____

INSTITUTION: _____

ADDRESS: _____

PHONE: _____

SUNCOM: _____ FAX: _____

E-MAIL: _____

CURRENT DEVELOPMENTAL EDUCATION AREA OF WORK:

PLEASE MAIL TO:

Peggy S. Myers
 Indian River Community College
 3209 Virginia Avenue
 Ft. Pierce, FL 34981-5599

(407) 462-4507 or (407) 462-4725

Fax: (407) 462-4796

Suncom: 246-4507

E-mail: pmyers@irrcc.cc.fl.us

Directions: Please keep your biographical information requested below to no more than 250 words.

Name:

Institution:

Job Position/Title Responsibilities (indicate time held):

Short synopsis of previous jobs or professional projects related to Developmental education:

Professional memberships and positions held (spell out, please):

Degrees (indicate colleges and program areas):

Reason(s) for desiring FDEA Executive Board position:

Send no later than September 10, 1996, to:

Peggy Myers
Indian River Community College
3209 Virginia Avenue
Ft. Pierce, FL 34981-5599

Fax: (561) 462-4796

E-mail: pmyers@irrcc.cc.fl.us

(Sample)

Ballot via e-mail

DO NOT REPLY to this message (sent out to all members as a suppressed e-mail membership list)

Dear FDEA member,

At the conference last year, we decided to use pre-conference e-mail ballots for the 2006 election rather than paper ballots at the conference. Due to multiple software systems used by the public, no quick and easy ticket is presently available. Therefore, we ask that you complete the following 3 quick and easy steps. This will be relatively painless, as we have 5 positions available and 5 candidates.

1. Go to the FDEA website at FDEA.net and read the biographies of the candidates.
2. Prepare a new email to be sent to our nominations chair: burkettg@pbcc.edu, put FDEA ballot in the subject (she doesn't open mail that has no subjects!)
3. Vote for up to 5 candidates listed below. Either cut and paste the names or simply put VOTING FOR ALL. Be sure to show your name as the sendee as some email addresses do not lend the true persons name. The nominations chair does have a current list of names and e-mail addresses for FDEA members.

Deadline for accepting ballots: Midnight October 20th

Candidates:

Susan Bierster
Hubert Brown
Wanda Cook
Marjie Simon
Marjorie Sussman

(Sample)

Congratulations!

Your name has been submitted as a potential candidate for the Florida Developmental Association's Executive Board.

The person who suggested you has identified you as an individual who is interested in assuming a leadership position in the organization which serves as the eyes, ears, hands and voice for the thousands of students in the state of Florida who need developmental education coursework in order to be successful in college.

Executive board members serve for a term of two years, overseeing the activities and charting the direction of the Florida Developmental Education Association.

Board members must have been a member of FDEA for at least one year, be able to attend 4 meetings per year, one of which takes place at the annual fall conference, and be a member of a college which is an institutional member of FDEA. Board members are elected prior to our annual Fall Conference and take office immediately following the conference..

If the board member's college does not reimburse for meeting expenses, FDEA pays the board member a stipend of \$75.00 per board meeting which helps to defray costs of attending.

There are numerous benefits to being a board member: professional development, professional camaraderie, the chance to influence and impact developmental education in the state of Florida, and interaction with stimulating and creative thinkers.

We hope that you will allow us to place your name on the ballot for board membership prior to the Fall Conference of 2006. We'd like to include a very brief paragraph about your experiences as a developmental educator, your area of specialty, and your ideas of what you would like to bring to the board. This will be made available to all voting members.

You may email me with your willingness to have your name placed on the ballot. Your paragraph may follow at your earliest convenience.

Please say yes to serving as a candidate.

Gail G. Burkett
Dept. of Mathematics
Palm Beach Community College
Palm Beach Gardens, Fl. 33410
561-207-5062

(Sample)

June 26, 1996

Inside Address

Dear _____,

The Executive Board for the Florida Developmental Education Association received your name as a possible candidate for the new Executive Board elections that will take place at our next annual conference in November 1996. As Nominations Chair for the Executive Board, I need to determine that you are still interested and that you meet the qualifications for Executive Board nomination. Board member must:

Have been a member of FDEA for at least one year by the time new elections are held.
Be a full-time employee of a Florida postsecondary educational institution.
Attend four executive Board meetings each year (one meeting is in conjunction with the annual conference; other meetings are usually held on Fridays).
Serve a two-year term.

Please contact me as soon as possible if circumstances do not allow you to be a nominee at this time.

Each election of Board members at our annual conference **requires** voters to select and mark several names on the ballot. In order for FDEA members to make an informed choice about the various candidates, a brief biography about each candidate is included with the FDEA conference materials. Please complete the enclosed nominee information form and forward it to me no later than September 10, 1996, if you still desire your name to be listed as a candidate. This information will provide the voting membership with relevant data about each prospective nominee.

Sincerely,

Peggy Myers, Nominations Chair
Florida Developmental Education Association

(Sample)

Florida Developmental Education Association

Date: September 6, 2001

Name:

School:

Address:

Dear

The Executive Board for the Florida Developmental Education Association received your name as a possible candidate for the new Executive Board elections that will take place at our next annual conference in October 2001. This is a great honor and a great opportunity to serve developmental education in the state of Florida.

The following qualifications for the nomination must be met.

- 1.) Member of FDEA for at least one year
- 2.) Full-time employee of a Florida postsecondary educational institution
- 3.) Attend four Executive Board meetings each year. One meeting follows the annual conference and is an orientation for new board members. This year's annual conference will be held October 18 and 19. The orientation meeting will be Friday evening, October 19.
- 4.) Serve a two-year term

If you are willing to serve, **phone or email your decision (yes or no) to Dixie Lemons**, the Nominations Chair, as soon as possible.

The election will be held at the conference. In order for FDEA members to know more about the candidate a brief biography about each candidate is included with the FDEA conference materials. Please complete the enclosed nominee information form and forward it to Dixie Lemons, the Nominations Chair, no later than September 28th.

Dixie Lemons

E-mail: dlemons@mdcc.edu

Phone: (305) 237-4010

Address: Miami Dade CC
950 NW 20th Street
Miami, Florida 33127

BIOGRAPHICAL INFORMATION

Please keep your biographical information requested below to no more than 250 words.

Name:

Institution:

Job Position/Title/Responsibilities (indicate time held):

Short synopsis of previous jobs or professional projects related to developmental education:

Professional memberships and positions held (spell out, please):

Degrees (indicate colleges and program areas):

Reason(s) for desiring FDEA Executive Board position:

Send no later than September 28, 2001 to:

Dixie Lemons
Miami Dade CC
950 NW 20th Street
Miami, Florida 33127

(Sample)

Florida Developmental Education Association

Date:

Name:

College:

Address:

Dear

Congratulations on being nominated to the Florida Developmental Education Association Executive Board. Your willingness to serve is much appreciated. You will be introduced to the membership at the opening general session on Thursday at 1pm, the Legislative Reception that evening and elected on Friday's closing session. There are 6 positions and 6 nominations. If there are no nominees from the floor you will automatically be confirmed.

To allow the membership to be better acquainted with you, you will be asked to moderate a presentation. This involves a short introduction of the presenter and handing out and collecting the evaluations of the session. Directions to being a moderator will be given to you when you check into the conference.

There are four Executive Board meetings a year, which you will be required to attend. These meetings take place as much as possible at a central Florida location and at the location of the yearly conference. They are usually scheduled in the third week of January, the third week of April, the first or second week of the Fall semester in August and the day before the conference in October with a mandatory new member orientation session immediately following the conference.

The conference meeting this year will occur at 5pm on Friday evening. Light refreshments will be served. Following the meeting those of us who are staying the night will be attending a dinner show at Arabian Nights. Attached is the information. If you are able to join us please let me know by return email. The reservations need to be made by Wednesday.

The non-conference meetings span a two-day increment requiring an overnight stay at a hotel, beginning at 6:30pm the evening of the first day with a continuation the following day no later than 4pm. With only four meetings and a yearly state conference to arrange attendance at Executive Board meetings is an integral part of being on the Board.

Funding from your school to support your travel is desirable. You are representing Developmental Education for the state of Florida. If the Treasury allows a small stipend will be granted to members of the board whose school will not grant them funds. This stipend will not be available for the conference meetings.

Again congratulations on your nominations.

Joanne Kelly
Secretary

H-6 FDEA Conference Presentation Proposal Form (Sample)



Florida Developmental Education Association's 27th Annual Conference

Teaching & Learning
Dare to Make a Difference

October 26 – 28 2005, Sheraton World Resort, Orlando
Call for Presentations

You are invited to share your knowledge, expertise and best practices. Take advantage of this opportunity to network with developmental educators throughout the state of Florida and increase your visibility in the educational arena. Complete this application and submit by May 25, 2005.

FDEA Conference Presentation Proposal Form

Name: _____
(as you would like it to appear in the program)

Organization: _____ Position: _____

Phone: _____ E-mail: _____

Address: _____

City, state, zip code: _____

Presentation title: _____

On a separate sheet, please provide the following information:

- An abstract of your presentation as it will appear in the conference program (50 words or less)
- A synopsis of the presentation format and approach
- Learning objectives and outcomes
- Names and contact information for additional presenters

Format: _____ Lecture _____ Workshop _____ Discussion _____ Panel

Target group: (check one) _____ English _____ Reading _____ Math _____ ESL
_____ SAIL _____ Counseling _____ Learning Center
_____ Other (explain) _____

The conference session format is as follows:

Thursday, October 27: (note: for both days, session length is 60 minutes)

Friday, October 28: Morning sessions—conference ends at 12:00 p.m.

Do you have a preference for the date or time of your presentation? _____

Check the audio-visual equipment you will need: (note: any other audio-visual equipment costs will be the responsibility of the presenter) _____ Overhead projector _____ TV/VCR _____ Flip chart _____ screen _____ Internet connection

Are you willing to do your presentation more than once during the conference? _____ Yes _____ No

Final Deadline for submitting proposals is May 25, 2005.

Send to the following address: **Valencia Community College Questions? Call (407) 582-3229**
Conference Management (DTC-1) Or send by fax: (407) 582-3004
P.O. Box 3028 Or send via e-mail: conferencing@valenciacc.edu
Orlando, FL 32802-3028

I understand that presenters who plan to attend the conference must pay the conference registration fee and all travel expenses.

Signature: _____ Date: _____

(Sample)

September 30, 1996

Inside Address

Dear _____,

Thank you for agreeing to be a facilitator/moderator at a presentation at the upcoming FDEA conference in November. Both presenters and those of us appreciate your assistance on the Executive Board who are involved in preparing this conference.

You will be presiding at the presentation of John Simpson which will be presented in the TOMOKA A breakout room from 8:30-9:30 on Friday, November 15, 1996.

You will need to speak to the presenter(s) to get information they would like to have you use in their introduction.

Thank you for agreeing to participate by presiding; we look forward to seeing you in Daytona Beach.

Sincerely,

Elaine Elledge
Program Chair
FDEA Conference

H-7 Scholarship

(Sample)

(Letterhead)

Dear Colleague:

We hope your summer has been restful and fun! Now that you have returned to work and are beginning the fall semester, it is time to begin planning for the Florida Developmental Education Association (FDEA) Conference November 5-7 in Fort Myers. One of the highlights of this conference is the recognition of one of our successful developmental students with the awarding of the **FDEA Excellence in Developmental Education Scholarship for \$500.00.**

Many of our successful students begin their college careers in developmental courses and go on to become successful college graduates. The purpose of this scholarship is to bring recognition to one of our many successful developmental students. Enclosed you will find the criteria for this scholarship and the application form. Please consider nominating one of your many deserving students. Also, because of the November conference date we must set the deadline for October 1, 1997. **Please make sure that the application is postmarked no later than October 1, 1997.**

A student is eligible to apply for this scholarship if he or she:

- attends a college that is an FDEA institutional member;
- has completed at least one developmental course at the community college level;
- has twelve semester hours of mainstream college level coursework (AA/AS), and has achieved an overall 3.0 GPA for all coursework.

We also encourage you to make copies of this letter and of the application form and to send it to all faculty and staff at your college who work with students enrolled in college preparatory classes.

We look forward to reading your applications and selecting a deserving student to recognize.

Respectfully,

Dr. June Jones
Robin Seymour
Ocala Campus

(Sample)**Application Procedure**

The following must be included with this application:

An up-to-date college transcript

Two letters of recommendation (one from an instructor of a college-prep/vocational-prep course and one from an instructor of a college-level course)

A typed essay from the student describing how either the developmental reading or mathematics course has influenced his/her life.

Name: _____

Telephone: () _____ Social Security # _____

Home Street Address: _____

City, State & Zip Code: _____

Community College: _____

Career Goal: _____

GPA: _____ Date: _____

Make nominations by October 1, 1997, and forward all requested information to the following address:

Dr. June Jones and/or Robin Seymour
 FDEA Scholarship Chairs
 Central Florida Community College – Ocala Campus
 P.O. Box 1388
 Ocala, FL 34478-1388
 (352) 237-2111 FAX (352) 237-0510

(Sample)**Call for Applications**

As legislators focus on the increasing costs and increasing number of students needing college preparatory courses, our developmental student successes are often forgotten. Yet, each of us can cite student success stories at our institutions when students have defeated overwhelming odds to achieve their academic and personal goals. One of our most exciting FDEA events is the recognition of these student successes through the awarding of the \$500 FDEA Excellence in Developmental Education Scholarship at the annual conference.

Now is the time that we need to be thinking of candidates for this scholarship and gathering the documentation to submit in September for our students. The criteria for the scholarship are as follows:

Recipient is from a college that is an FDEA institutional member.

Recipient started in two or more prep disciplines.

Recipient has a 3.0 GPA or higher

Recipient has 12 semester hours or more of college-level course work.

Recipient should contribute to the college/community, i.e., volunteer service.

THE FOLLOWING INFORMATION MUST BE INCLUDED IN THE APPLICATION.

- Cover page identifying the following: (a) Name of application, (b) Address, (c) Telephone, (d) Name of college, (e) One-sentence statement of Student Career Goal.
- A current college transcript of the applicant.
- A one-page essay written by the applicant describing how developmental education courses have influenced his or her life.
- Two letters of recommendation, one from an instructor of a college-level course.

The scholarship winner will be selected on the basis of academic achievements, quality of the essay, and recommendation of educators. The final selection is the responsibility of the FDEA Executive Board.

Keep a file as you work with these students who deserve our highest praise and greatest support, and, using guidelines of the criteria above, identify your successful college prep students and encourage their application for this scholarship. Let's share our success stories in the State of Florida so that others can rejoice with us.

Make nominations by October 1, 1996, and forward all requested information to the following address:

Patricia Hare, FDEA
Scholarship Chair
Brevard Community College
1519 Clearlake Road
Cocoa, FL 32922
Or FAX (407) 633-4565
SC 361-2790

(Sample)

· SCHOLARSHIP APPLICATION ·

Joseph Howland FDEA Excellence in Developmental Education Scholarship (\$1,000.00)

Two Joseph Howland Scholarships, in the amount of \$1,000 each, are available to be presented at the annual FDEA conference in Orlando.

A Student is eligible to apply for the Joseph Howland FDEA Scholarship if he or she:

- Attends a college that is an FDEA Institutional member. (Contact gburkett@pbcc.edu if uncertain.)
- Has successfully completed one developmental math course and one other developmental course either in writing or in reading.
- Has six semester hours of mainstream college level course work (AA/AS).
- Has achieved an overall 3.0 grade point average for all course work.

The following items must be included along with this scholarship application:

- Up-to-date college transcript.
- Two letters of recommendation (one from an instructor of a college prep/vocational prep course and one from an instructor of a college level course).
- Typed essay describing how the developmental mathematics or developmental writing course has influenced your life.. The essay should be typed in size 12 font as a double-spaced Word document. Submit a printed copy with the above material in the application package; additionally, email a copy of the essay to Gail Burkett.
- Photograph, or photo file in jpg format (optional).
- A cover page to include the following:

Name: _____

Telephone: () _____ SSN: _____

Home Address: _____

Community College: _____

Career Goal: _____

E-mail address: _____

GPA: _____ Date: _____

Please read and sign the following statement: I agree that the Florida Developmental Education Association may use my name, picture and narrative in FDEA published materials to promote developmental education.

Signature _____ Date: _____

Send application to:

Professor Gail Burkett
Palm Beach Community College
Mathematics Department
3160 PGA Boulevard
Palm Beach Gardens, FL 33410
 email: gburkett@pbcc.edu

Applications for the 2007 presentation must be postmarked by May 27, 2007.
 Scholarship winners will be presented at the FDEA annual conference

H-8 Conference Evaluation Form

(Sample)

- | | |
|---|--|
| <p>1. AFFILIATION</p> <ul style="list-style-type: none"> a. College b. University c. Community College d. Other | <p>POSITION</p> <ul style="list-style-type: none"> a. Instructor/Professor b. Student c. Administrator/Dean/Chair d. Other |
|---|--|

Have you attended an FDEA conference before? Yes ___ No _____

How did you find out about this conference?

Newsletter ___ Pre-conference publicity _____ Word of mouth _____
 Other _____

General reactions to the conference:

5 = Excellent 1 = Poor	5	4	3	2	1
(a) Quality of large-group keynote sessions	_____	_____	_____	_____	_____
(b) Variety & quality of small group sessions	_____	_____	_____	_____	_____
(c) Quality of exhibits	_____	_____	_____	_____	_____
(d) Help in making contact with educators	_____	_____	_____	_____	_____
(e) Value for registration cost	_____	_____	_____	_____	_____
(f) Schedule or program , exhibits & free time	_____	_____	_____	_____	_____
(g) Length and timing of conference	_____	_____	_____	_____	_____
(h) Registration procedures and material	_____	_____	_____	_____	_____
(i) Hotel accommodations and food service	_____	_____	_____	_____	_____
(j) Overall conference quality	_____	_____	_____	_____	_____

4. Rating of sessions:
- Most beneficial
 - Second most beneficial
 - Third most beneficial

5. Comments about this conference:

H-9 Sample Publisher's Invitation

Dear Publisher:

The ninth annual Florida Developmental Education Association (FDEA) conference will be held at the Ramada Inn (State Road 13 and 1-95) in Jacksonville, March 19 through March 21. [General intro material]

We hope you will be able to participate in the publishers' display March 20 from 8:00 a.m. to 5:30 p.m. and March 21 8:00 a.m. to 12:00 p.m. A table and two chairs will be provided for the publishers' fee of \$50. We plan to have a continental breakfast on March 20 and 21 in the publishers' display room. This was particularly effective last year in encouraging a large number of our participants to visit the displays. The publisher's fee will cover the cost of the continental breakfasts and your company's name will appear on placard in the publishers' display room as our hosts. There will be a locked room available to store equipment and electrical outlets will be available, if needed.

Specific materials you might consider displaying would be in the areas of English, math, reading, English as a Second Language, study skills, critical thinking, and career education. Also of interest would be appropriate computer software.

During previous conferences, some publishers have generously offered to sponsor some of our conference activities. In response to many publishers' comments, we would like to offer you the opportunity to jointly sponsor this year's wine and cheese gathering. A placard listing all participating publishers will be displayed at the event. The wine and cheese social will immediately follow our general meeting on March 19, and we invite you to join us.

Additionally, we would like to extend an invitation to you to join us for a luncheon on March 20 for 12:30 to 2:30. All publishers in attendance will be introduced.

Please use the enclosed form to indicate your intent to participate in the publishers' display and the sponsorship of attitudinal adjustment. Return this form to me no later than January 10, 1985, so that we may include your name in our program

I look forward to seeing you in March.

Sincerely,

Jane Kennedy
FDEA Executive Board

(Sample)**FDEA EXHIBITOR REGISTRATION FORM 2002***Please print/type information as you wish it to appear in publication.*

Company Name: _____

Street Address: _____

City _____

Telephone: () _____ Fax Number: () _____

E-mail address _____

Company Contact Person for FDEA: _____

On Site Representative(s) at Convention: _____

Please check the option(s) desired.**Sponsor of Major Event (\$2,000) Only one sponsor per event**_____ **Reception** _____ **Lunch** _____ **FDEA's 25th Birthday Party**

BENEFITS FOR SPONSORS:

1 exhibit table
2 tickets to meal event
1 page advertising in program
1 brochure insert into registration packet**Conference Presenter (\$1,000)****Exhibit (\$500)**

BENEFITS TO YOU:

1 exhibit table
1 ticket to meal event
1 presenter's block
_____ one (1) hour _____ two (2) hours

BENEFITS TO YOU:

1 exhibit table
1 ticket to meal event**Program Advertising**

_____ "8 1/2 x 11" (\$100)

_____ "1/2 page" (\$50)

_____ "1/4 page" (\$35)

Web Page (\$100)

Your company's web page linked to the FDEA Home Page for 12 months following the FDEA 2002 conference. Indicate your URL _____

*Fee is due upon receipt of this registration form. The deadline for returning this completed form is September 15, 2002. Conference confirmation will be mailed upon receipt of form and applicable fees. Please call regarding availability of space if unable to meet these deadlines. Program Advertising – Camera-ready copy due **before** September 10, 2002 and mailed to Pat Newell, Edison Community College, 8099 College Parkway, Ft. Myers, FL 33919*

(Sample)

Call for Exhibitors

The Florida Developmental Education Association is sponsoring its 25th Annual conference, "25 Years of Developing Quality Learning," at Cypress Gardens in Winter Haven, FL, on October 16-18, 2002. We are inviting companies who publish educational materials to exhibit their products. Plan to join more than 200 teachers, administrators, and Florida leaders who seek real solutions to the challenges facing this state's educational systems.

This conference will be held at the Best Western Admiral's Inn in Cypress Gardens. Exhibitors may set up after 9 p.m. on Wednesday, October 16. Exhibits open at 9 a.m. on Thursday, October 17 and must break down after 6 p.m. that same evening. Attendance at this conference will afford an excellent opportunity to present your company's published materials which we need to make a quality education possible for our students.

Enclosed is the Exhibitor's Registration Form that presents you with several options. I do hope that you will consider sponsoring one of our major events. Only three publishers will be allowed to do this. If you choose to be a conference presenter, your presentation will be on Friday morning. Please return registration forms to me as soon as possible but before September 15, 2002. Program advertising requires camera-ready copy and must be returned to Pat Newell at Edison Community College, 8099 College Parkway, Ft. Myers, FL 33919 before September 10, 2002.

Sincerely,

Elaine Elledge
Exhibitor's Chair

**(Sample) FDEA EXHIBITOR CONFERENCE REGISTRATION FORM 2003
SECOND CALL!!**

“Surfing the Waves to Success”



The Plaza Resort & Spa
Daytona Beach, Florida
October 22-24, 2003



Please print/type information as you wish it to appear in publication

Company Name: _____

Street Address: _____

City: _____

Telephone: () _____ **Fax Number:** () _____

E-mail address: _____

Company Contact Person for FDEA: _____

On Site Representative(s) at Convention: _____

Please check the option(s) desired.

Sponsor of Major Event \$1000 (Only one sponsor per event) _____ Reception _____ Lunch	
BENEFITS FOR SPONSORS: 1 exhibit table 2 tickets to meal event 1 page advertising in program 1 brochure insert into registration packet	
Conference Presenter: _____ \$600 BENEFITS: 1 exhibit table 1 ticket to meal event 1 Presenter's block one (1) hour _____ two (2) hours _____	Exhibit: _____ \$400 BENEFITS: 1 exhibit table 1 ticket meal event
Program Advertising: _____ 8 1/2" x 11" \$100 _____ 1/2 page \$50 _____ 1/4 page \$35	Web Page: _____ \$100 Your company's web page linked to the FDEA Home Page for 12 months following the FDEA 2003 conference. Indicate your URL : _____

Return this completed form and fee(s) by September 1, 2003, to Diane Grim Rettig, 161 Briarwood Drive, DeBary, FL 32713 drettig@valenciacc.edu

Program Advertising: Send Camera-ready copy by September 1, 2003, to

Lynn Blanton, 314 Frances Terrace, Daytona Beach, Florida 32118.

Conference confirmation will be mailed upon receipt of form and applicable fees.

Please call regarding availability of space if unable to meet these deadlines.

(Sample)



Florida Developmental Education Association

August 12, 2003

Second Call for Exhibitors

In June we invited you to join us for the Florida Developmental Education Association 26th Annual Conference, "Surfing the Waves to Success", on October 22-24, 2003, in beautiful Daytona Beach, Florida. September 1st is quickly approaching and we want to remind you to join our conference. The goal now is to have 150 instructors, administrators, and leaders of Florida's colleges and universities who seek real solutions to the challenges facing this state's educational systems.

This conference will be held at The Plaza Resort & Spa (oceanfront) in Daytona Beach. The telephone number for the Resort is 1-800-874-7420. Exhibitors may set up after 9 p.m. on Wednesday, October 22. Exhibits open at 9 a.m. on Thursday, October 23 and must break down after 6 p.m. that same evening.

I have enclosed another copy of the Exhibitor's Registration Form that presents you with several options. I hope you will consider sponsoring one of our major events. This is an excellent way of advertising your organization. If you choose to be a conference presenter, contact Lynn Blanton at Daytona Beach Community College (386-254-3000, ext. 3914 or e-mail blantoe@dbcc.edu) to determine time of your presentation. Please return the registration form to me as soon as possible, but on or before September 1, 2002. My address is Diane Grim Rettig, 161 Briarwood Drive, DeBary, FL 32713. My email address is drettig@valenciacc.edu and my phone number is 407-582-1050.

Program advertising requires camera-ready copy. It must be returned to Lynn Blanton, 314 Frances Terrace, Daytona Beach, FL 32118, on or before September 1, 2003.

Sincerely,

Diane Grim Rettig
Exhibitor Chair

(Sample)

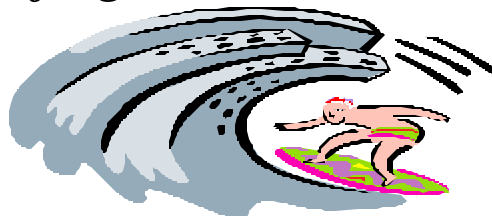


Florida Developmental Education Association

PRESENTS

The 26th Annual Conference

“Surfing the Waves to Success”



HOSTED BY

DAYTONA BEACH COMMUNITY COLLEGE

HELP US HELP OURSELVES

BY

**ADVERTISING YOUR COLLEGE IN OUR
CONFERENCE PROGRAM**

BE CREATIVE!!!!

USE YOUR COLLEGE LOGO

HIGHLIGHT A PROFESSOR

HIGHLIGHT AN ADMINISTRATOR

HIGHLIGHT A STUDENT

HIGHLIGHT A PROGRAM

Please check the option desired.

_____ 8 ½” x 11” (\$100) _____ ½ page (\$50) _____ ¼ page (\$35)

College Name: _____

Street Address: _____

City: _____

Telephone: () _____ Fax Number: () _____

College Contact Person for FDEA: _____

E-mail address: _____

Fee is due upon receipt of this registration form.

*This completed form and a Camera-ready copy of the advertisement is due on or before
September 1, 2003 to Lynn Blanton at 314 Frances Terrace, Daytona Beach, Florida 32118.
Conference confirmation will be mailed upon receipt of form and applicable fee.*