

## Message to August 13-17<sup>th</sup> Network Team Institute Participants – Last Minute Details and Important Information

Dear Participant,

We are excited that you will be joining us at the Common Core training next week at the Holiday Inn on Wolf Road in Albany. Below are a few last minute details to prepare you for this training.

**PRE-REGISTRATION:** Pre- registration and check in will be available on Sunday evening, August 12, 2012 from 6pm - 8pm in the Holiday Inn Upper Mezzanine. Morning registration on August 13th will begin at 7:30am. If you have not yet made payment to the Holiday Inn, hotel staff will be available in the registration area to assist you. **Checks and purchase orders must be made payable to the Holiday Inn.** Credit cards are also an acceptable form of payment. Please be advised that no federal ARRA (Race to the Top) funds may be used to pay the registration fee as a portion of the registration will be applied towards the cost of food.

**Agenda:** The August Institute agenda is posted on EngageNY at <http://engageny.org/wp-content/uploads/2012/08/NTI-August-2012-Agenda.pdf> All participants are assigned to grade bands and content areas as they selected on the registration form. It is not possible to attend multiple trainings. There are 5 days and 4 evenings included in this training for all participants.

<b>August</b>	13: 8:30 AM – 5 PM 14: 8:30 AM – 5 PM 15: 8:30 AM – 5 PM 16: 8:30 AM – 5 PM 17: 8:30 AM – 3 PM	<b>K-2 ELA Curriculum 3-5 ELA Modules P-2 Math Modules 3-5 Math Modules *All 4 areas above will have 5 days of training</b>
	13: 6:30 PM – 9 PM	<b>A conversation with David Coleman and Commissioner John King</b>
	14: 6:30 PM – 9 PM	<b>Switch: Directing the Rider and Motivating the Elephant</b>
	15: 6:30 PM – 9 PM	<b>Switch: Clearing the Path</b>
	16: 6:30 PM – 9 PM	<b>Gates Sponsored Ambassador Reception</b>

### MATERIALS AND INSTITUTE PREPARATION:

Materials for this Institute will be posted on [EngageNY.org](http://EngageNY.org) as they are received from the Institute presenters. Please check for material updates often and download all materials to your laptop computer as they are posted on the materials page at <http://engageny.org/resource/network-team-institute-materials/>. This will save time at the training. Some materials will be provided to participants in hardcopy format at the training.

### What do participants need to bring to this training?

- All participants must bring a laptop computer with all posted materials downloaded on it. (please bring laptops only - no netbooks or i-pads please)

## **HOTEL, TRAVEL AND REIMBURSEMENT INFORMATION:**

NYSED will pay for travel costs and hotel rooms (for double occupancy rooms only) All double occupancy room requests must have the name of the person that participants are sharing the room with on the registration form. No partial reimbursement is available for single rooms. The registration cost (\$249) is the responsibility of the participant.

Travel reimbursement forms are available online at:

<http://usny.nysed.gov/rttt/ntinstitute/reimbursement.html> The deadline for submitting for reimbursement for the August training is September 17th.

**2012-2013 Network Team Training Calendar** - A number of participants have inquired about the follow up training dates to the August training. The calendar is posted on EngageNY.org at <http://engageny.org/resource/training-calendar-for-network-teams/>

If you have questions about the August training or the Common Core Ambassador Program, please contact me and I will be happy to assist you.

Thank you,

Margaret

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