

By our own BP we are required to approve out-of-state travel. This item describes the NTN conference to Orlando, FL. We do not know exactly how many will go at this moment, but have commitments for Dr. Hood, Lillian Ross-McFarland, Howard Cole, Dr. Cartwright and Brock Bannister. Estimated costs are \$550 RT air, \$189 room rate, \$43 daily meal allocation and \$100 parking.

Estimated total for six participants: \$9088

Brent Cushenbery

From: Rebekah Barakos-Cartwright <rcartwright@mcn.org>
Sent: Monday, May 2, 2016 6:58 AM
To: Brock Bannister; David Blair; dbburkey@mcn.org; Diana Luther; Howard Cole; Isis Skarra-Pergler; Jeff Gunning; Jennifer Spangler; Kai Hamblin; Katie Bates; Kristi Matson; Lauren Abbott; Leah Martini; Leonard Bechtol; Lillian Ross; Maria Elena Biaggi; Maria Servin; Melody Hood; Michael Dinning; Miles Clark; Natalie Berg; Nathaniel Waletzko; Nikcole Whipple; pccs@mcn.org; Phyllis Wade; Roger Little; Roger Saunders; Sandy Wiemeyer; Trevor Sanders; Whitney Badgett; Yolanda Highhouse
Cc: bcushenbery@mcn.org
Subject: NTAC - Registration for Orlando July 11-14

Greetings,

Now that you have completed the Teacher Residency it's time to start planning for **NTN 101 New Schools Training at NTAC July 11-14** in Orlando, Florida! Here are a few important reminders.

Registration - We need you to register!

Registration is now open! Please make sure that every staff member is registered. Refer to your NTN agreement to determine how many registrations are included in your contract. You will find all the information about NTN 101 registration, including how to register, on the event website.

Click here to register! => <https://newtechnetwork.cvent.com/NTAC2016>

Travel & Accommodations

If you have not made your hotel reservations we encourage you to do so now. We have secured a block of rooms at the conference hotel, The Hilton Orlando, at a discounted rate of \$189/night plus taxes. All reservations are on a first-come, first-serve basis.

The discounted room rate is guaranteed until **June 11, 2016**, based on availability. Book your rooms early as we anticipate our block selling out!

Review the <https://newtechnetwork.cvent.com/NTAC2016Travel and Accommodations page> on the NTAC website for full details.

**Please be sure to make your travel plans to accommodate the training schedule which will begin on Monday, July 11 at 8:00am. We highly recommend you attend the onsite registration period from 3:00-7:00pm on Sunday, July 10.*

Echo Tech Manager Training

At least one IT support person is required to attend the Echo Tech Manager Training at NTAC. This training is specific to the person(s) who will be supporting and managing the new platform at their school. Echo Tech Managers will learn how to manage and support Echo (New Tech's learning management system). In addition, participants will be supporting the technology for their staff during the conference.

This two day training will include on-site Echo user management, account management, Echo school configuration, and learning to manage the 1:1 student/computer environment. If you have any questions about Echo Tech Manager Training please contact Mackenzie Knight (mknight@newtechnetwork.org)

Echo Tech Manager registration is separate from NTN 101 New Schools Training. Please forward this link to your designated Tech Manager to register =>
<http://newtechnetwork.cvent.com/d/pfqsws/4W>

**The schedule for Tech Manager Training is Monday, July 11 - Tuesday, July 12. Attendees are welcome to stay for the remainder of the training.*

Look for regular updates and reminders coming out in the weeks to come. In the meantime, if you have any questions feel free to contact me.

I look forward to meeting you in Orlando!

Mary Ayers
NTN Events – Team Lead

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