



East Asia Regional Council of Overseas Schools
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Executive Director
Richard T. Krajczar, Ed.D

EARCOS TEACHERS' CONFERENCE (ETC) 2010

October 2, 2009

Dear ETC Teacher Representatives:

Thank you for all you do to assist us. You are the mainstay of this organization. Please find attached the conference registration form for ETC 2010 at the International School Manila, Philippines. We would appreciate your help in preparing and forwarding conference registration forms to etc10@earcos.org attention *Ms. Elaine Repatacodo*, as well as payment to EARCOS office. We suggest that you register early to assure your group a place in the conference hotel and a pre-conference. The deadline is **January 22, 2010** for the US\$250.00 registration fee. A "first come-first served" basis is the only fair way to manage the registration process, both for the conference and the conference hotel.

CONFERENCE REGISTRATION FORM AND TERMS OF PAYMENT

- The form can accommodate as many delegates as your school wants to send. Download and save the completed form as "NAME OF YOUR SCHOOL, ETC reg. form" and email it as an attachment if paying with a credit card, or send via mail if paying with a check. Complete the registration form, then go to the bottom of the page, click the INVOICE TAB, and you will see the correct amount that your school owes.
- It would be advisable to send the form even if a few delegates have not made a decision before **January 22, 2010**, otherwise, all delegates will pay a late fee. Late fees can be avoided if information and payment are sent electronically to EARCOS before the deadline as stipulated on the worksheets.
- Please ensure that we receive the registration electronically by **January 22, 2010**. Registration fees received **AFTER January 22, 2010** will be **\$270.00** per delegate. Directions for payment are on the INVOICE. **Please note the refund and exchange policies in the registration form.** You will receive confirmation from us as soon as we receive your registration form. If you don't hear from us, please contact the EARCOS office immediately.
- The check should reflect the amount on the last tab marked **INVOICE.**

- Call if you have a question. You must complete the form with first name, last name, teaching position/title, and email address for each registrant.
 - **Positions:** Please be precise as to the position held by the delegates. For example—Grade Pre-K, Kindergarten, 1,2,3,4, 5, (MS and HS—stipulate subject area [e.g. MS science or HS social science]), art and grade levels, music and grade levels, drama and grade levels, P.E. and grade levels, librarian, technology, counselor and grade levels, special needs and grade level. We will use this information to sort for the Job-a-Likes.
- Please indicate what pre-conferences your respective staff will be attending by putting an **“X”** in the appropriate check box. This data will be used in determining speaker additions, speaker scheduling, Job-a-Like sessions, room determination, meal planning, and room planning. If a registrant requires vegetarian meals, please indicate this as well.
- **Payment must be made by a U.S. \$ check or credit card payable to EARCOS.** Check and credit card are the only means available for payment. U.S. \$ checks drawn on foreign banks can be accepted if they are payable **to or through a U.S. bank**. Please send checks made out to EARCOS directly to the EARCOS office. Should you have any further questions about payments, please call the EARCOS office and we will assist you.

Delegates will be given a conference nametag, which will serve as the “ticket” for admission to all conference events. Nametags will be required throughout the conference for workshop sessions and social functions.

❖ **EARCOS PRE-CONFERENCES, March 25, 2010, Thursday**

Please register for the following pre-conferences using the column at the right of each registrant:

- 1.) Ma. Eleanor Barlongay (Dance)
- 2.) Megan Campisi (Theatre)
- 3.) Jen Delos Reyes (1 day Art Institute)
- 4.) Clarence Fisher (The Connected Classroom)
- 5.) John Joseph (Brain)
- 6.) Bill Kentta and Josh Reckord (Toolkit for Teacher Leaders)
- 7.) Librarian Pre-conference
- 8.) Kristin Mally, Ted and Carolyn Temertzoglou (P.E. Institute)
- 9.) Maggie Moon (Literacy)
- 10.) Cirecie West-Olatunji (Counselor)
- 11.) LynneColeman/Frances Hensley (CFG (Critical Friends Groups) Coaches' Institute)

The **US\$60.00 registration fee** for these eleven (11) pre-conferences includes two coffee breaks and lunch during the pre-conference day.

❖ **AP WORKSHOP PRE-CONFERENCES, March 24-25, 2010, Wednesday and Thursday**

There will be two days of Advanced Placement (AP) pre-conference workshops on **March 24 and 25, 2010**. The scheduled sessions are:
AP US History & AP World History (combined) and AP Studio Art

Please register directly with The College Board for these. For more information and registration materials for the AP Workshops, please visit:

<http://apcentral.collegeboard.com/intltpd>

If you have additional questions, please contact:

Maria Lesser, Associate Director
International Services
The College Board
Phone: (212) 373-8733
Fax: (646) 417-7350
Email: mlesser@collegeboard.org

❖ **WASC PRE-CONFERENCE, March 25, 2010, Thursday**

There is a WASC workshop on Thursday, March 25. If any of your teachers are interested in the WASC pre-conference session, they should register directly with WASC. They can write to Dr. Marilyn George at mgeorge@acswasc.org or mgeorge306@aol.com

❖ **UNIVERSITY OF SAN FRANCISCO/WASHINGTON STATE UNIVERSITY LEADERSHIP PROGRAM, March 24-28, 2010, Wednesday to Sunday**

Contact: Thomas Christopher cnthomas@usfca.edu and Dennis Ray dray@wsu.edu

- **Please note that conference delegates attending this program need to register both to USF/WSU and to ETC.**

SPEAKERS, TITLES, AND DESCRIPTIONS

Please visit our webpage at <http://www.earcos.org/etc2010/>. We will post titles and descriptions of our presenters' workshops, and we will update these as we receive additional information from our presenters.

TEACHER WORKSHOPS

We emailed teacher workshop proposal forms to you in August. Please remember that they are due in our office by **November 13, 2009**. Sorry, but late or incomplete proposals cannot be considered, as teacher workshop proposals will be **selected immediately after the deadline**. We will let you know by **December 7, 2009**, which of your proposals were selected. We hope you are encouraging your teachers to present workshops and/or facilitate a Job-a-Like. All registration forms and workshop proposal forms are on our website but **these need to be submitted by the Teacher Representative**.

HOTEL RESERVATION FORM

On-line hotel reservation at DusitThani Manila hotel for 2010 EARCOS Teachers' Conference —

Please find below instructions:

Visit www.dusit.com or <http://www.dusit.com/dtmn> Quick Reservations. Select Code Type **“Negotiated”**
Enter Code **“ETC2010”**

Or email dtmnrsvn@dusit.com Tel: +632 867 3333 or Fax: +632 893 0073 or +632 893 2479
Please quote “ETC2010” or “EARCOS” at time of booking.

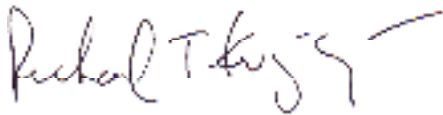
You will have a confirmed reservation upon your receipt of an on-line confirmation from the hotel. Please contact them if you do not receive such confirmation. **Reservation is on a “first come-first served” basis.**

PLEASE INFORM DELEGATES FROM YOUR SCHOOL THAT BREAKFAST IS INCLUDED AS PART OF THE ROOM RATE AT THE DUSIT THANI MANILA HOTEL. For those of you who are staying at another location, there is no provision for breakfast at the Dusit Thani Manila hotel as part of the conference registration fee.

Lastly, we would like to extend our heartfelt thanks to the members of the ETC Advisory Committee, who have worked so hard to help plan for this conference—choosing the theme, suggesting speakers, assisting with the schedule, and providing feedback from those they represent. The ETC Advisory Committee members for 2009-2010 are Karen Campbell, Michael Fox, Dale Hutchison, Elaine Leavitt, Joe Lingle, Erin McCall, Michael Moody, Dee Mulligan, Michael Peach, Kenny Peavy, Heidi Pullen, Ann Straub and Robin Wilensky.

If you have any questions about registration, please contact the EARCOS office. We are looking forward to seeing you in Manila, Philippines in March!

Looking forward to working together to make this a terrific conference.

A handwritten signature in black ink, appearing to read "Dick Krajczar", with a long horizontal flourish extending to the right.

Dick Krajczar and the EARCOS staff

P.S.

Remember to mark your calendar to attend the reception in your honor on March 25 at 17:00.