

ICTA Illinois Career and Technical Administrators

ILLINOIS CAREER AND TECHNICAL ADMINISTRATORS Sponsor a workshop with Meg Ormiston

Communication and Organization in a Digital World

Wednesday, February 10, 2010

Capital Area Career Center, Springfield, Illinois

8:30 a.m. - 3:30 p.m.

Networking Dinner held on Tuesday, February 9, 2010

Back again by popular demand! Meg Ormiston will once again share her wit, wisdom, and expertise of the digital media with career and technical educators. ICTA is again sponsoring workshops which focus on needs of CTE administrators and instructors. The February inservice will build on the skills developed last year in the *Digital Leader*, though participation in that workshop is not required. **Administrator Academy Credit and CPDU's will be offered.**

On February 9, 2010, the ICTA Board will meet followed by a networking dinner at Saputo's Restaurant scheduled for 6:30 p.m.

On February 10, 2010, ICTA is sponsoring a full day workshop from 8:30 a.m. to 3:30 p.m.
Communication and Organization in a Digital World: Administrator Academy #426



This workshop is designed to help the school administrator get organized, create new systems, and stop the paper pile up. This hands-on course will help control the information flowing through the office. Participants will learn how to manage email, create rules for messages, file email, eliminate junk mail, and tame the inbox. Participants will also learn how to create a digital filing cabinet that will save time in managing and retrieving information. This is a must attend session for anyone looking to manage information more efficiently. Participants are encouraged to bring a laptop computer to get started instantly. This administrator academy is filled with practical things you can take back and start using immediately. Meg Ormiston (pictured) will be our facilitator.

She has extensive experience with technology and education.

Please join us for both networking and professional development!

Lodging is available at the Baymont Inn & Suites at the Toronto Road, Exit 90: **217-529-6655**. Rate is \$65 (+ tax) per night, but reservations must be made no later than February 1, 2010, to get the special rate. Please mention ICTA when you register.

ICTA Inservice Schedule

February 9th and 10th, 2010
at
Capital Area Career Center
2201 Toronto Road
Springfield, IL

Type of meeting: ICTA affiliate meetings
Followed by networking dinner and workshop the following day

----- Agenda Topics -----

February 9, 2010

Affiliate Meetings	Location	Time
AVDC Meeting	TBD	9:00 am – 11:00 am
AVDC/SDLC Presentation**	TBD	11:00 am – 1:00 pm
SDLC Meeting**	TBD	1:00 pm – 3:00 pm
ICTA Board Meeting	Capital Area Career Center	4:30 pm – 6:00 pm
Networking/Dinner	Saputo's Restaurant 801 E. Monroe Springfield, IL 62701 (217) 522-0105	6:30 pm – ?

***Tentative*

February 10, 2010

Topics	Presenter	Time
Registration & Continental Breakfast	Capital Area Career Center	8:00 am – 8:30 am
Communication and Organization In a Digital World	Meg Ormiston	8:30 am – 11:30 am
Lunch		11:30 am – 12:30 pm
Communication and Organization In a Digital World	Meg Ormiston	12:30 pm – 3:30 pm

NOTE: Administrator's Academy credit requires a 6 hour workshop plus reflective time.

Other Information

The Capital Area Career Center will be providing morning refreshments and the lunch. ICTA expresses appreciation to Cindy Stover and the Center staff for all of their contributions to this inservice.

Registration Form

Illinois Career and Technical Administrators (ICTA)

“Communication and Organization in a Digital World”

February 10, 2010; 8:30 a.m. – 3:30 p.m.

Location: Capital Area Career Center, 2201 Toronto Road, Springfield, IL 62707

Ph (217) 529-5431

Name: _____

School/Organization: _____

Address: _____

City State ZIP: _____

Phone: _____ Fax: _____

E-mail: _____

If you have any special dietary needs*, please specify here: _____

**Please request at least 7 days prior to workshop date.*

Member Registration fee: **\$100.00** (includes breakfast, lunch, and academy credit)

Non Member Registration fee: **\$175.00**

Networking Dinner Feb. 9th: **\$30.00** (please add to registration fee to join us for dinner the night before the workshop!)

___ Yes / ___ No I would like administrator academy credit (check one)

___ Yes / ___ No I am attending the networking dinner

___ Yes / ___ No I would like CPDU's

Method of Payment:

___ Check (**Make Payable to ICTA**) _____

___ Purchase Order / P.O. # _____

NOTE: Registration cancellations must be made at least five business days prior to the workshop to receive a full refund. Individuals who do not cancel their registration and are not in attendance are responsible for **full payment**.

Please check one:

System Directors

Area Vocational Directors

Post-Secondary CTE Administrator

Secondary CTE Administrator

Other

TO REGISTER: Print and complete this form; fax or mail to

Kim Smallwood, Grundy Area Vocational Center

1002 Union Street Morris, IL 60450

Ph (815) 942-4390

Fax (815) 942-6650

Email: icta@gavc-il.org

Seating is limited so

register early!

Deadline for

registration is

Wednesday,

January 27, 2010!