



NCTE Meeting - Participant Information Form

October 12, 2018
Registration begins at 9:00 a.m. Meeting runs 9:30 a.m. – 3:30 p.m.
The Cornhusker Marriott
333 S. 13th
Lincoln, NE 402.474.7474

NAME: _____

Do you plan to attend the NCTE meeting on Friday, October 12, 2018? Yes No

Please select one of the following:

- I am an NCTE Voting Member
If not attending, Alternate attending in your place: _____
- I am an NCTE Alternate attending in place of a member
Member Name: _____
- This is the first NCTE meeting I am attending as either a Voting or an Alternate Member:
Member Name: _____
- I am a Guest, and will pay the \$25 registration fee to attend.

Lodging will be at The Cornhusker Marriott, 333 S. 13th, Lincoln, NE

Will you require lodging on Thursday, October 12, 2018? Yes No

Special accommodations/requests: Non-smoking Smoking Disability

If not a member/alternate, how will hotel payment be made?

Private Pay OR billed to: _____

Lunch will be provided; if you require any special dietary considerations, please explain:

Will you be driving a school vehicle with the school requesting mileage reimbursement? Yes No
(If YES, a separate letter contract will be needed between the school and NDE for school vehicle mileage reimbursement)

Will your school request substitute teacher reimbursement to pay for a substitute teacher so that you can attend the NCTE meeting? Yes No
(If YES, a separate letter contract will be needed between the school and NDE for substitute teacher reimbursement)

**SPECIAL INSTRUCTIONS: Save and email form to Marlene, or fax it to Marlene at 402.742.8372.
Please send form by September 10, 2018**

Direct questions to: Marlene Beiermann - 402.471.3397 or marlene.beiermann@nebraska.gov