NEBRASKA COUNCIL ON TEACHER EDUCATION (NCTE) Meeting Participant Information Form

|  |
| --- |
| **October 11, 2019**  **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:

PLEASE SELECT ONE OF THE FOLLOWING:

I am an NCTE Voting Member and plan to attend the NCTE meeting on Friday, October 11, 2019

Yes  No

If not attending, the name of the Alternate attending in my place is:

I am an NCTE Alternate attending in place of Voting Member (*Member Name*):

I am an NCTE Alternate attending on my own, with no reimbursement/lodging paid by NDE.

I am a Guest, and will pay the $30 registration fee to attend.

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

Will you require lodging on Thursday, October 10, 2019?  Yes  No

Special accommodations/requests:  Non-smoking  Smoking  Disability

If not a voting member or alternate member attending in place of a voting member, how will hotel lodging 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 and will the school request 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 Beiermann, or fax it to Marlene at 402.742.8372. Please return form by September 6, 2019** |

**Direct questions to:** Marlene Beiermann - 402.471.3397 or [marlene.beiermann@nebraska.gov](mailto:marlene.beiermann@nebraska.gov)