

JOINT

EDUCATIONAL SUPPORT PROFESSIONALS CONFERENCE

September 27, 2011

**Northfield Inn & Suites
3280 Northfield Drive
Springfield, IL 62702**

Come learn, meet and grow at the Joint Educational Support Professionals Conference, designed specifically for support professionals by some of the premiere professional development associations in the education field.

Network with individuals just like yourself over lunch as you discuss what affects your office most. Learn new ways to face daily challenges head on with your new professional network.

Develop on both a professional and personal level at the only Illinois conference designed to meet your needs. Return to the office refreshed and ready to serve your district.

SHAPING FUTURES

REGISTER NOW

A full description of each session is available at www.illinoispc.com

SESSIONS

7:30 AM - Registration & Refreshments

8:30 AM

Opening Session: Let's Put The Fun In Dysfunction

9:55 AM

- Transportation Claim Forms
- Increasing Your Efficiency
- How Your Role In The Business Office Effects The Budget

11:05 AM

- Making The Most Of Minutes
- Illinois Program Accounting Manual
- Dealing With Difficult Parents On The Phone And In Person

12:05 PM - Lunch

12:50 PM

- Managing Your Boss: Building A Stronger Partnership
- Longitudinal Data System/Student Information System

2:00 PM

- Freedom of Information Act (FOIA)
- Serving Your School: How To Be An Effective "Inside Leader"

DETAILS

Full Name

Badge Name

Title

Company/School

Address

City

State

Zip

E-mail

Work Phone

PAYMENT: \$140 all conference attendees

Check

PO

CC: Visa | MC | Discover

Cardholder's Name

Number

Exp

Signature

Please make all checks payable to: Illinois ASBO



Send to:

Illinois ASBO
108 Carroll Avenue
NIU, IA 103
DeKalb, IL 60115

Fax to:

815.516.0184

Phone:

815.753.9305