

February 16, 1998

TO: Basic Skills Directors

FROM: James H. Camp, Ed.D.
Training Specialist for ABE
Special Populations

SUBJECT: Basic Skills Directors Institute

As you are aware, the sixth annual Basic Skills Directors Institute is scheduled April 1-3 at the Four Points Hotel, Raleigh (Crabtree Valley). A mix of sessions designed to inform, stimulate thought, and exchange ideas will comprise this year's program. As in the past, the Institute is intended specifically for the director of Basic Skills Programs; therefore, participation is limited to individuals having that level of responsibility. We begin at 1:30 p.m., Wednesday, April 1 and adjourn at 12:00 noon, Friday, April 3. Participants will be responsible for their own lodging and other travel expenses. There is no registration fee.

A strong faculty has been assembled to share insights and facilitate discussion on topics pertinent to managing and leading Basic Skills in an emerging new environment. Again, roundtable sessions will afford idea/viewpoint exchanges on topics of special interest. In addition, time will be provided for directors to meet by geographic regions. In total: a stimulating and thought provoking several days to share with your colleagues.

For planning purposes, an accurate participation count is essential. Therefore, please complete the attached confirmation form and return it by March 20. For lodging reservations, call the Four Points Hotel at 919/787-7111. Special room rate: \$68.00 single/\$78 double. A block of rooms is being held at the above rate until March 13, after which they will be released for general consumption. To get the special rate, identify yourself as a participant in the Basic Skills Directors Institute.

If you have questions or need additional information, please call me at (919) 733-7051, extension 723. We trust you're planning to join us and look forward to seeing you.

JHC:ko
Enclosure
cc: Presidents

CC-98-053