

March 20, 1998

MEMORANDUM

To: Basic Skills/HRD Directors and Coordinators
Other Interested Persons

From: Basic Skills/HRD Planning Committee

Subject: Basic Skills/HRD Instructors' Professional Development Institute

The 1998 Basic Skills/HRD Instructors' Professional Development Institute will be held July 29-31, 1998 at North Raleigh Hilton in Raleigh, North Carolina. This year's theme is "Equipping Students For The Future: Let's Make It Happen!"

Enclosed is a Request for Proposal form. If you or someone in your program would like to be considered for a presentation, please complete the form and return by April 14, 1998. Please note, if you do not want to present a complete workshop, but would be willing to share an instructional technique/ idea, then submit the proposal form and indicate the number of minutes needed.

If you have any questions, please contact Randy Whitfield, Florence Taylor or Barbara Boyce at (919) 733-7051.

Enclosure

CC-98-081