



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
H. Martin Lancaster, President

July 21, 2000

MEMORANDUM

TO: **Presidents**
 Instructional Administrators

From: Delores A. Parker, Vice President
 Academic and Student Services

SUBJECT: 2000 Community College Instructors Conference

The 2000 Community College Instructors Conference will be held on October 8, 9, and 10, 2000, at the Joseph S. Koury Convention Center, Greensboro, North Carolina. An exciting and informative program has been planned around the theme "Technology and Learning."

The conference will include more than 200 general interest and curriculum-specific workshops appropriate for all instructional faculty and administrators. Over 35 professional association/special interest group meetings are also scheduled, in addition to other opportunities to network with your colleagues throughout our System.

An impressive list of keynote speakers will address the conference. These include:

G. Herman Porter	Chairman, N.C. State Board of Community Colleges
H. Martin Lancaster	President, North Carolina Community College System
Sharon L. Bowman	Fortune 500 and Workforce Development Trainer
Mary Beth Susman	CEO, Kentucky Commonwealth Virtual University
Althea A. Riddick	1999 Excellence In Teaching Award Recipient
Jack Smith	Senior Program Officer, Stanley Foundation
Robert Harrison	President, N.C. Association of Community College Instructional Administrators (NCACCIA)

The primary hotel for the conference is the Sheraton Greensboro Hotel at Four Seasons. All rooms in the facility are blocked for the conference, with overflow rooms at

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the Park Lane Four Seasons. Reservations must be made by mail using the enclosed reservation form. Room rates are printed on the reservation form. **No telephone or Fax registrations will be accepted for this conference.** A separate reservation form listing the name of the occupant(s) must be submitted for each room reserved.

Registration will begin on Sunday, October 8, 2000, at 10:30 AM with pre-conference workshops beginning at 10:30 AM and exhibits opening at 1:00 PM. **The first general session will begin on Sunday afternoon, October 8, 2000, at 4:00 PM.**

Please find enclosed the pre-registration and hotel reservation information. Questions may be directed to **Stephen L. Athans at 919/733-7051, ext. 447 or Alice Holt at ext. 459.**

This promises to be the best instructors conference in our System's history. I look forward to joining you for this exciting event.

DP/sa/ah
Enclosures

C H. Martin Lancaster
Steve Scott
Elizabeth Isler
Stephen Athans
Alice Holt

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Paper Copy

**PRE-REGISTRATION PROCEDURES
2000 INSTRUCTORS CONFERENCE**

The 2000 North Carolina Community College Instructors Conference will be held October 8-10, 2000, in Greensboro at the Joseph S. Koury Convention Center. With 3000 plus participants expected, **pre-registration and prompt room reservations are recommended for all persons planning to attend.**

Conference pre-registration materials, hotel information, and the program are enclosed for your convenience. **Please bring this copy of the program with you to the conference.** A personal planner at the back of the program will facilitate you in “custom designing” your personal conference schedule.

PRE-REGISTRATION: The registration committee suggests that one faculty or staff member at each college is designated to handle pre-registration for your college. This person’s responsibilities would be as follows:

- Collect yellow pre-registration cards from **all** persons planning to attend the conference from your institution. (Cards are included in each registration packet. **Please use a separate card for each person.** No photocopies please). If additional pre-registration cards are needed, please contact Alice Holt at 919/733-7051, ext. 459 or Tracey Etheridge at 919/733-7051 ext. 430.
- Check the yellow pre-registration card for completeness and accuracy.
- **Submit all pre-registration cards and a check for the registration fee of \$50.00 per person to the System Office by September 1, 2000.**

REGISTRATION FEE: \$50.00 per person (including presenters if college personnel)

CHECKS PAYABLE TO: North Carolina Community College System

SEND TO: Myra Davis
North Carolina Community College System
5014 Mail Service Center
Raleigh, NC 27699-5014

DEADLINE: September 1, 2000

Pre-registration cards should not be mailed after September 1, 2000. Those who cannot pre-register by this date may register at the conference upon arrival. Substitutions for pre-registered participants may be made at the Conference Pre-Registration Desk.

Refunds, as a result of registration cancellation, will be considered if requested in writing **after** the conference.

HOTEL INFORMATION
2000 INSTRUCTORS CONFERENCE

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