



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
H. Martin Lancaster, President

February 9, 2001

MEMORANDUM

TO: Basic Skills Directors
HRD Coordinators/Directors
Evenstart Directors
Other Interested Persons

FROM: Basic Skills ♦ HRD ♦ Evenstart Institute Planning Committee

SUBJECT: 2001 Basic Skills ♦ HRD ♦ Evenstart Professional Development Institute

Attached you will find a flyer announcing the upcoming 2001 Basic Skills ♦ HRD ♦ Evenstart Professional Development Institute which will be held July 18-20, 2001, at the Adams Mark Hotel in Winston-Salem, North Carolina.

We are expecting 700+ attendees at this year's Institute so it is important that you plan ahead.

Please do not delay making your hotel reservations. The reservation cut off date for the Adams Mark is June 7, 2001. The phone number is (336) 725-3500. The room rate is \$84.00 + tax, single or double.

Also, attached you will find a Request for Workshop Proposal form. If you or someone in your program would like to be a workshop presenter, please complete the attached form and submit the proposal by March 20, 2001.

Please make copies of both the announcement flyer and the Request for Workshop Proposal form and distribute them to your staff. If you have any questions, please contact Barbara Boyce, Linda Ray or Randy Whitfield at (919) 733-7051.

Attachments

cc: Presidents
Senior Continuing Education Administrators

CC01-028
Paper Copy

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