



# PUBLIC SCHOOLS OF NORTH CAROLINA

DEPARTMENT OF PUBLIC INSTRUCTION | June St. Clair Atkinson, Ed.D., *State Superintendent*

WWW.NCPUBLICSCHOOLS.ORG

October 27, 2009

**TO:** Superintendents  
Charter Schools  
Personnel Administrators  
EC Administrators  
School Principals  
NC WISE Coordinators

**FROM:** Dr. John R. Wetsch, IT Director, Academic Services  
John Gilmore, NC WISE Portfolio Manager, Academic Services  
Robin Burley, Manager, IT Service Delivery

**SUBJECT: Registration for the 2010 NC WISE Symposium**

The North Carolina Department of Public Instruction's NC WISE staff and management are pleased to invite you to the 2010 NC WISE Symposium. The event will be held from Feb. 22-24, 2010, at the Sheraton Greensboro at Four Seasons.

For the past 24 years, the symposium has been a highlight event for our customers. Training and networking opportunities between NCDPI and LEAs throughout the state who share the desire to serve the children of North Carolina are what make this such a great event. Because of the number of participants, pre-registration is strongly advised.

It is our aim to ensure each year's symposium provides current and relevant information that can and will be used to improve our school processes. As advancements continue to be made to the NC WISE project, participation at this important educational symposium will keep our customers up to date on program activities.

This will be the most comprehensive NC WISE Symposium to date. Information will include Parent Assistant Module and the future eSIS Upgrade. Due to the budget situation, future conferences are uncertain. Therefore, we strongly encourage attendance at this year's event.

This year, we are seeking experienced NC WISE users to serve as volunteers for the 2010 NC WISE Symposium training sessions. Don't worry about the training materials. We will provide the presentations. All we need is your expertise. If this sounds like you, please use the 2010 NC WISE 'Symposium Session Sign-Up/Proposal' form to review and volunteer for the suggested list of courses. Please be aware, the sessions are draft proposals and may be adjusted based on the number of volunteer presenters.

For questions on the conference, please refer to the "***In Conclusion***" portion at the end of this memo.

## DIVISION OF ACADEMIC SERVICES

John R. Wetsch, Ph.D., IT Director | [jwetsch@dpi.state.nc.us](mailto:jwetsch@dpi.state.nc.us)  
6311 Mail Service Center, Raleigh, North Carolina 27699-6311 | (919) 807-3489 | Fax (919) 807-3421  
AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

**Registration:**

For your convenience, we are providing online registration at [www.ncwise.org](http://www.ncwise.org). Online registration is strongly encouraged. **Registration is not complete until payment and a copy of the completed registration form are received at DPI.** Please mail to:

NC Department of Public Instruction  
Cash Collections, Attn: Rhonda Strickland  
6336 Mail Service Center  
Raleigh, NC 27699-6336

**Registration fees:**

All registration fees are **non-refundable**.

**Normal Registration** (postmarked by 1/22/2010) ..... **\$105.00**  
**Late or On Site Registration** (postmarked on or after 1/23/2010)..... **\$250.00**

Checks must be made payable to NCDPI Cash Collections.

**Note: Registration fees paid at the conference must be paid by check.**

**Please make every attempt to return all registration materials no later than January 16, 2010.** This is necessary in order for Symposium plans to be finalized on time. **Registrations will not be processed until full payment is received.** Please remember to return the following for each participant:

1. Symposium Registration and Fee Form (one per individual).
2. Check for Registration Fee:
  - a) **\$105.00** if postmarked by January 22, 2010
  - b) **\$250.00** if postmarked on or after January 23, 2010 payable to NCDPI Cash Collections

**Please note: Incomplete or incorrect registration forms greatly diminish the accuracy and timing of the registration process. With online registration, once your registration has been created by clicking on the button at the top right hand corner of the screen, you must print your registration to send with your fee. Please use the enclosed registration form for each attendee or a copy of your online registration and send it to Cash Collections with your registration fee. Please take a few minutes to review all forms submitted from your LEA to ensure that all required fields are complete and accurate. If your LEA is sending a list of attendees with one check, please make sure that the name is the same as entered on the online registration site.**

**Conference Handouts:**

**There will be no printed handouts provided at the 2010 Symposium.** Instead, a copy of all available handouts will be posted on the web site [www.ncwise.org/symposium10.html](http://www.ncwise.org/symposium10.html) as they are received at DPI.

**Activities to note:**

<b>Sunday, February 21</b>	<b>Registration</b>	<b>4:00 PM</b>	<b>-</b>	<b>6:00 PM</b>
<b>Monday, February 22</b>	Registration Desk opens	7:30 AM		
<b>Tuesday, February 23</b>	<b>* Buffet Breakfast *</b>	7:00 AM	<b>-</b>	8:30 AM
	Registration Desk opens	8:00 AM		
<b>Wednesday, February 24</b>	<b>* Buffet Breakfast *</b>	7:00 AM	<b>-</b>	8:30 AM
	Registration Desk opens	8:00 AM		
	Adjourn	12:30 PM		

**\* Conference registrants only!**

***Session Information:***

Sessions will be in blocks of 45 minutes or 105 minutes with a 15 minute break between each. A full Symposium schedule will be available on the [www.ncwise.org/symposium10.html](http://www.ncwise.org/symposium10.html) web site by January 30, 2010. Registration packets containing Symposium materials may be picked up at the registration desk on Sunday, February 21, 2010 from 4:00 PM till 6:00 PM or on Monday, February 22, 2010 beginning at 7:30 AM. The first session will begin at 8:30 AM on Monday. Participants will be allowed to determine their own schedules according to their specific needs and interests when they arrive at the Symposium.

***Hotel Registration:***

A hotel registration form is enclosed for your convenience. The Sheraton Greensboro Hotel at Four Seasons has an adequate number of sleeping rooms to accommodate us at a nightly rate of \$130.00 (single or double occupancy) plus \$17.88 tax (total of \$147.88). To qualify for this special reduced conference rate, hotel registration forms **must be returned to the Sheraton Four Seasons no later than January 20, 2010. Please note that a change in departure date must be advised no later than check-in to avoid an early departure fee. The hotel may also require picture ID. Please do not send hotel reservation information to DPI.**

***In Conclusion:***

If you have any questions or need additional registration materials, please contact Sandra Johnson on the NCDPI Service Desk at **919-807-HELP (4357)** or send an email to [Symposium2010@dpi.state.nc.us](mailto:Symposium2010@dpi.state.nc.us). We look forward to seeing you in Greensboro for the 2010 NC WISE Symposium.

JW:SJ

cc: Peter Asmar

Enclosures

2010 NC WISE SYMPOSIUM

Registration and Fee Form

Please ONE participant per form. Please duplicate as necessary.

**Complete and mail with payment to:**

NC Department of Public Instruction  
Cash Collections, Attn: Rhonda Strickland  
6336 Mail Service Center  
Raleigh, NC 27699-6336

**Please Print:**

Name: \_\_\_\_\_

(Please print your name exactly as you wish to see it on your nametag.)

LEA Number: \_\_\_\_\_ LEA Name: \_\_\_\_\_

Title: \_\_\_\_\_

School Number: \_\_\_\_\_ School Name \_\_\_\_\_

Phone #: \_\_\_\_\_

On-Line Registration Number: \_\_\_\_\_ Date Check Mailed: \_\_\_\_\_

Email Address: \_\_\_\_\_

AMOUNT OF FEES SUBMITTED: \$ \_\_\_\_\_

The **non-refundable** registration fees are as follows:

**Normal Registration** (postmarked by 1/22/2010)..... **\$105.00**

**Late or On Site Registration** (postmarked on or after 1/23/2010)..... **\$250.00**

**These fees** include instruction sessions and all materials for all classes and buffet breakfast on Tuesday and Wednesday.

**The non-refundable fee for registrations postmarked on or after January 23, 2010 or on-site registration is \$250.00.** On-site registrations must be paid with a check; no cash or credit cards accepted.

No registration is complete until full payment is received. A copy of the registration form must be mailed with payment. Thank you.

Please ONE participant per form. Please duplicate as necessary.

-----DPI USE ONLY-----

DPI BUDGET CODE:  
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