

# IL-ACDA Summer Retreat

## June 29-30, 2016

Please read this important registration information!

### REGISTRATION PAYMENT OPTIONS

If sending payment by **CHECK**, please print this document, complete the registration form and send it with a check (made payable to IL-ACDA) to: Amy Branahl, 5144 Cleveland St. Skokie, IL 60077.

OR pay the easy way via **PAYPAL/CREDIT CARD ONLINE**. If paying online, PLEASE fill in all the registration information, which will be captured in a Google docs spreadsheet and forwarded to Amy Branahl.

If you have registration questions, please contact Amy at [amybranahl@gmail.com](mailto:amybranahl@gmail.com)

**ACDA MEMBERSHIP IS REQUIRED PRIOR TO REGISTERING FOR THE RETREAT:** To register for the IL-ACDA Retreat you must be an active member of ACDA. Please have your membership number available and ready to enter when you register for the IL-ACDA Summer Retreat. If you are not a member of ACDA, or your membership has expired, please renew your membership at this link <https://acda.org/membership.asp> now and obtain your membership number **PRIOR TO REGISTERING FOR THE RETREAT.**

### MUSIC PACKETS:

All music packets are included with your registration if your registration is postmarked by June 6, 2016. Registrations postmarked after June 6, 2016 are not guaranteed music packets, although every effort will be made to provide you with music packets. The sooner you register the more likely the chance music packets will be available for you.

### INCLUDED MEALS:

Again this year LUNCH and DINNER on Wednesday and LUNCH on Thursday are included in your registration. We look forward to enjoying these meals together as this is an important part of our networking and collaboration time. Meal reservations can be guaranteed for all registrations postmarked before June 15, 2016. After that date, we will do our best to accommodate you, as meals are available. Please indicate special dietary restrictions on the registration form.

### PARKING: **Very important**

Please make careful note of the parking regulations on the campus of Illinois State University. **All parking is by permit, meter or in hourly lots on the campus of ISU. Please do not park in any place without displaying the proper permit or payment. IL-ACDA will not be responsible for parking tickets for improper parking.**

You have several options for parking on the campus of Illinois State University:

Special parking permits will be available for participants at the Retreat for the cost of \$25 for the 2-day Retreat. This permit will allow you to park in a designated faculty/staff parking lot during your time on campus **ONLY IN THE SCHOOL STREET PARKING LOT**. For your convenience, these passes will be mailed to you on or before June 15, 2016. These passes will be available are only available for registrations mailed before June 10, 2016. If you are mailing your registration after June 10, 2016, please do not request a parking pass.

Parking is also available by the hour in gated hourly lots at the Bone Student Center pay lot and the South University Street Garage. For additional information, please refer to this website:

<http://maps.illinoisstate.edu/parking/garage.shtml>.

Parking is also available in Uptown Normal which is within walking distance to campus. For additional information, please refer to this website: <http://www.uptownnormal.com/parking/>.

If you are staying at the Marriot Hotel in Uptown Normal, you are within close walking distance to campus and will not need campus parking.

## HOUSING INFORMATION

Because of cost, no official housing accommodations have been made for the conference. Attendees are encouraged to make their own hotel reservations through commercial sites such as Travelocity or hotels.com. The closest hotels to the ISU campus are the following, but many more are available around Bloomington/Normal:

The Hampton Inn and Suites  
320 S TOWANDA AV  
NORMAL, IL 61761  
309-452-8900  
Parking and breakfast are included

Marriott Hotel and Conference Center  
201 BROADWAY AV  
Normal, IL 61761  
309-862-9000  
Parking is included

## GRADUATE CREDIT

**IF YOU WISH TO RECEIVE GRADUATE CREDIT, YOU MUST BE ADMITTED AS A GRADUATE STUDENT AT LARGE, PRIOR TO RETREAT. SPECIFIC DETAILS ARE INCLUDED IN THE SYLLABUS. NO ONSITE REGISTRATION IS AVAILABLE. Contact Karyl Carlson at [kkcarls@ilstu.edu](mailto:kkcarls@ilstu.edu) if you have questions.**

## PD (professional development) HOURS

Since ISBE recently changed the procedure for collecting PD (professional development) hours (formerly CPDUs), IL-ACDA is no longer a provider of PD hours, so you will no longer be able to collect PD hours for Retreat sessions. We sincerely regret the inconvenience; however, it is now VERY difficult and time-consuming to become a provider of PD hours. Very few organizations outside of school districts and institutions of higher learning have been granted provider status. The Board may attempt to look into becoming a provider in the future if this is something in which the membership is highly interested.

## ACCOMPANISTS

Accompanists are needed for the reading sessions. If you are willing to accompany for a reading session, please indicate this on your registration form. For more information, please contact Diane Marelli at [marellid@rbhs208.net](mailto:marellid@rbhs208.net).

## CANCELLATIONS AND CHANGES

If you find it necessary to cancel your registration, contact Amy Branahl. After May 20, 2016, registrations cannot be cancelled for a fee refund except in emergency situations reviewed on a case-by-case basis; however, we encourage you to offer your registration to a colleague. Please contact Amy Branahl at [amybranahl@gmail.com](mailto:amybranahl@gmail.com) to change the name on your registration before June 20, 2016. After that, registrations can be changed in person at the Retreat.

ReTreat Registration Options dropdown:

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- ACDA Member (by 5/20)...\$180.00 (after 5/20)...\$200.00 (after June 15)...\$210
  - ACDA Retired Member (by 5/20)...\$100.00 (after 5/20)...\$120.00 (after June 15)...\$135
  - ACDA Student (by 5/20)...\$60.00 (after 5/20)...\$70.00 (after June 15)...\$80
  - Non-Music Spouse/Partner...\$80.00 (no music included)
  - 1 Day member...\$105.00
  - 1 Day retired...\$70.00
  - 1 Day student...\$40.00
  - Parking Permit...\$25.00
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After June 6, music packets cannot be guaranteed. After June 15, every effort will be made to accommodate meal requests but cannot be guaranteed.