

# 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.