



**NORTH CAROLINA COMMUNITY COLLEGE SYSTEM**

*Dr. R. Scott Ralls, President*

**Registration DEADLINE: July 11, 2008**  
*(IMPORTANT for meal count)*

**Payment DEADLINE: July 28, 2008**

**MEMORANDUM**

**To:** Basic Skills Directors  
Even Start Coordinators  
Community-Based Literacy Program Directors  
Other Interested Parties

**From:** Katie J. Waters  
Basic Skills Training Specialist

**Date:** June 4, 2008

**Subject:** 2008 Basic Skills/Family Literacy Conference

Attached you will find registration information for the 2008 Basic Skills/Family Literacy Conference which will be held August 6 - 8, 2008, at the Twin City Quarter in Winston-Salem, North Carolina. The conference theme is **“Transitioning to a Higher Level.”** The emphasis this year is on highlighting our successes to demonstrate the accountability of our programs. In addition to other timely topics, many workshops will showcase those successes. The selection is tremendous with ten national presenters participating.

To expedite the process, we are pleased to offer online pre-registration. The online registration will close on **July 11, 2008**. This will allow time to get the meal counts in. Please pre-register as soon as possible. Go to the **Conference Webpage and click on, Online Registration:**

[http://www.ncccs.cc.nc.us/Basic\\_Skills/Conference%202008/index.html](http://www.ncccs.cc.nc.us/Basic_Skills/Conference%202008/index.html)

The conference opening session will be at 1:00 p.m. on August 6, 2008, in the Grand Pavilion. We will offer **several** pre-conference workshops with varying schedules. The first pre-conference session will begin on Monday, August 4, 1:00 p.m., and the entire conference will end by noon on August 6, 2008.

**CC08-129**  
**Paper and E-mail Copy**

The planning committee has put together an exciting line-up of workshop topics. To help in your planning, we have attached a tentative agenda. Please check the website for a copy of the entire program and see the attached registration forms. Please copy this information and distribute to all your staff (information flyer to post on your bulletin boards).

The Conference registration fee will be **\$125 (Non-Refundable)** for each participant and presenter and will include all breaks, a lunch and banquet on Thursday, brunch on Friday morning, and workshop materials. Checks should be made payable to the North Carolina Community College System (NCCCS) and mailed to Judy Howell at 5016 Mail Service Center, Raleigh, NC 27699-5016. **Pre-conference is an additional \$25.00 (total \$150.00).**

Due to the fact that we have had extreme difficulty in collecting conference registration fees from some colleges/agencies, our Finance Department has advised us that **we need to collect all registrations fees prior to July 28, 2008**, for all those attending the conference. Your college/agency needs to send in registration fees for the conference the first week in July and ensure that participants' fees have been paid by the time they attend. Only in an emergency should the check be brought by participants. If we don't have a check from your college/agency, we will need to have each participant write a personal check for registration.

**Although we cannot accept any money prior to July 1, we will be glad to take your registration form now before the deadline of July 11, 2008, and invoice you for the fees after July 1<sup>st</sup>. You have the option of sending us the payment from July 1 until July 28th. Remember we need your registration forms before the deadline of July 11, 2008, to get you in the MEAL count.**

**REMINDER** -- each college, community-based organization, and Even Start program is asked to **bring at least one door prize**. We look forward to giving away some very nice prizes with drawings throughout the conference this year. Also, we will have the silent auction again this year, so remember items to donate for that, too. Please see the attached Silent Auction request sheet.

Attached is information regarding the hotels being used for the conference and an opportunity to sign up to be a moderator for the workshops.

If you have questions, please contact Katie Waters at [watersk@nccommunitycolleges.edu](mailto:watersk@nccommunitycolleges.edu) or call (919) 807-7136 or contact Judy Howell at [howellj@nccommunitycolleges.edu](mailto:howellj@nccommunitycolleges.edu), (919)807-7141.

#### Attachments

c: Presidents  
Senior Continuing Education Administrators

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