

Bond – Fayette – Effingham Counties
Regional Office of Education

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101 N. 4th, Room 204
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NANCY LURKINS, Secretary
Greenville Office Ph. (618) 664-0121
207 N. Second Suite A
Greenville, Illinois 62246

November 7, 2007

Dear Prospective Exhibitor:

The Regional Offices #3 and #11 have joined forces to offer the First Annual Technology Conference: *Integrating Technology into the Curriculum* on **February 29, 2008**, at Lake Land College in Mattoon, Illinois. Regional Superintendents Mark Drone and John McNary are pleased to offer this professional development opportunity to educators and invite you to exhibit your professional skills and wares at the conference. Approximately 125-175 educators who desire to proficiently use technology in the classroom will be attending.

If you are interested in *exhibiting* at this conference, please complete the reservation form and return it by January 18, 2008. Payment must be received on or before February 1, 2008, or your reservation will be canceled. Display space is limited and will be assigned in the order that applications are received. Exhibits will not be in a hallway, but in a secure area.

For further information, check the ROE #11's website at <http://www.roe11.k12.il.us>. Look for the Technology Conference link in the center of the page. Or contact Julie Wollerman by phone 618-283-5011 or email jwollerm@fayette.k12.il.us.

Sincerely,

Julie Wollerman, Exhibit Chairperson

Enc. Information Sheet

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ROE #3 & ROE #11 Joint Technology Conference
Integrating Technology into the Curriculum

- Location:** Lake Land College, Mattoon, IL Webb Hall
- Contact Person:** Julie Wollerman, 618/283-5011, jwollerm@fayette.k12.il.us
- Exhibitor Set-up Hours:** Thursday, February 28 5:00 PM – 9:00 PM
Friday, February 29 6:30 AM – 8:30 AM
- Exhibitor Display Hours:** **9:00 AM – 3:00 PM Friday, February 29, 2008**
- Parking:** There is ample parking immediately southeast of Webb Hall.
- Price per Space:** \$100.00 per single space. \$140.00 per double space.
- Included in Display Space:** One 6' table (8" if available) and two chairs. Other amenities (table cloth, electric, etc.) are available upon prior request.
- Deadline for Reservations:** Reservations must be received no later than **January 18, 2008**. Spaces will be assigned in the order reservations are received. Payment must be received no later than **February 1, 2008**, or your reservation will be canceled.

Spaces will not be available if application has not been received.

Mail reservations to: ROE #3
Julie Wollerman
300 S. Seventh St.
Vandalia, IL 62471
FAX 618/283-5013