

**Regions 6 - Technical Assistance Alliance for Parent Centers
Matrix Parent Network and Resource Center
94 Galli Drive, Suite C, Novato, CA 94949**



April 12, 2004

Dear Center Directors,

This year, we are planning a unique regional conference. Because of the realignment of our regions this year, it seemed like a wonderful idea to have a transitional, joint regional conference for the parent centers in both regions 5 and 6. Here is the information you will need in order to register for the Region 5-6 Parent Center Conference in July. Plan now to join us in exciting Denver, Colorado. We will convene at the historical Brown Palace, and stay at the adjoining Comfort Inn. Our host will be the PEAK Parent Center.

DATES and TIMES:

The conference will be 3 days, July 29-31, 2004, from 8 AM to 3 PM, with optional activities after hours. On Saturday, July 31, we will adjourn at 2:00 PM, should you want to depart on Saturday afternoon. Plan to arrive on Wednesday, July 28. Do consider coming early or staying after the conference for optional activities and exploring the area.

WHO SHOULD ATTEND:

OSEP strongly recommends that your budget reflect that at least one person attend. This can be arranged as an ICAP reimbursement; if you wish to do this, please contact your Regional staff to discuss your options. Additional staff members and board members are welcome and encouraged to attend. The first two persons from each center may attend the conference with no registration fee. There will be a \$150 registration fee for each additional attendee.

HOTEL REGISTRATION: Deadline: June 25, 2004

We will register at the Downtown Denver Comfort Inn (not the Brown Palace, but a part of the Brown Palace Complex). Our price is \$112 per night, for single or a double room, + 13.45% room tax. Please make your reservations now by calling 1-800-237-7431. It is important that you mention that you are with the Region 5 & 6 TA Conference. Hotel reservations must be made by June 25.

CONFERENCE REGISTRATION:

Each participant should complete the attached conference registration form. The first 2 conference registrations for each center are free. \$150 (checks payable to: Matrix) should accompany each additional registration. Please fax or mail the forms and check, if applicable, to Donna Dutton, Matrix:

Fax: 415-884-3555

Mail: 94 Galli Dr., Suite C, Novato, CA 94949

If you wish, you can download the form at the Region 6 web site: www.matrixparents.org/region6/

CONFERENCE REGISTRATION DEADLINE: May 25, 2004

CONFERENCE CONTENT:

We are now working on the program for the conference. We want the content to be as relevant and timely as possible. At this time, we know that there will be a strand in which directors will meet with the project officer from OSEP and Alliance staff from PACER. Directors will also have an opportunity to discuss mutually relevant issues with one another. Thank you to those of you who have given us suggestions for sessions and speakers. There will be strands with content that will appeal to directors, trainers, and boards members.

RESPONSIBILITIES

As you know, travel and lodging for the Regional Conference are the responsibility of your center. You will be contacting the hotel and the airline of your choice to make your own reservations. You are responsible for picking your own roommates. We will provide lunches. The Comfort Inn provides complimentary continental breakfast, but you will be responsible for more extensive breakfasts, dinners, hotel, airfare and shuttle or cab. You will be coming to the Denver International Airport (DIA). The cab ride to the hotel is about \$40-45, or the Super Shuttle is available for \$18 per person one way, \$33 round trip. It runs every 15 minutes between 5:30 AM and midnight. To make arrangements with Super Shuttle, call 1-800-BLUE-VAN. Parking is available at the Comfort Inn at a special conference rate of \$12 per day. **You will be asked for a credit card when you check in at the hotel.**

We will send a written confirmation packet to you that will include further details of the conference and information regarding exciting optional activities.

PEAK and Matrix are excited about working jointly on this conference. We are looking forward to seeing all of you, networking and supporting one another. Please call us if you have any questions.

Sincerely,

Nora Thompson, Donna Dutton, Jeanne Bowman, Ellie Barron Druckrey, your Region 6 T.A. staff

What You Need To Do for the Regions 5 & 6 Conference:

1. Decide who is coming. Send us one registration form per person.
2. Fill out a registration form for each person and return to Donna Dutton by May 25.
3. Make hotel reservations by June 25. Be sure to mention you are with the Region 5 & 6 T.A. Conference.
4. Make airplane reservations or other travel arrangements.
5. If more than 2 people from your center will be attending, fill out a separate form for each additional attendee and return with a check for \$150 per person, made payable to Matrix.
6. Remember that costs for all travel, lodging, side trips, dinners, and incidentals will be the responsibility of each attendee.

REGIONAL CONFERENCE REGISTRATION FORM

July 29-31, 2004

Denver, Colorado

NAME _____

PARENT CENTER _____

CENTER ADDRESS _____

CITY, STATE, ZIP _____

PHONE (best place to reach YOU) _____

EMAIL (best place to reach YOU) _____

POSITION: ___Director ___Trainer ___Board member ___Other

Do you require special meals? _____

Do you require special accommodations? _____

Please return one registration form for each person to:

Donna Dutton

Matrix Parent Network and Resource Center

94 Galli Drive, Suite C, Novato, CA 94949 or fax to 415/884-3555.

If you wish to receive this form electronically, so that you can email your response, you can find it at <http://www.matrixparents.org/region6/>