

2010 Michigan School Testing Conference

February 22-24, 2010

Pre-conference Workshops Monday, February 22, 2010:

A continental breakfast and a light lunch will be provided on site; both are included in the registration fee. Confirmation of your registration will either be emailed to you or mailed via the US mail.

Register for the pre-conference early to assure your participation!

8:30 a.m.-4:30 p.m. Registration for Pre-Conference Workshops (pick up materials)

9:30 a.m.-4:00 p.m. All Day Workshops

Workshop A: Formative Assessment—What It Is and What It Looks Like in MI Classrooms

*Kimberly Young, Michigan Department of Education
Sara Bryant, Measured Progress & University of Colorado at Boulder*

Workshop B: Assessment Literacy Planning for Leadership – Building a Data-Informed Culture

Karen Bailey, National Director of Professional Services, SunGard Public Sector – K-12 Education

9:30 a.m.-12:45 p.m. Morning Workshop

Workshop C: Data for Student Success Assessment Module

*Joe Liberato, Educational Consultant, Calhoun ISD
Dan Luciani, Educational Consultant, Calhoun ISD
Julie McDonald, Educational Consultant, Calhoun ISD*

Maureen Slamer, Director of Professional Development, Data for Student Success

10:45 a.m.-11:00 a.m. Morning Break

12:00 p.m.-1:30 p.m.

Lunch will be served for all workshops (lunch times will be staggered for the full day workshops)

1:15 p.m.-4:30 p.m. Afternoon Workshop

Workshop D: Using the OEAA Secure Site

David Judd, MDE

tips for more efficient usage of the OEAA Secure Site

2:30 p.m.-2:45 p.m. Afternoon Break

Registration fees are as follows:

(Registration for the pre-conference workshops must be received by February 1, 2010. Space is limited and if space requirements are not met, the workshops may be cancelled)

Pre-Conference All Day Workshops: \$125.00

½ Day Pre-Conference Workshops: \$ 75.00

Both Workshop C and Workshop D: \$125.00

**You must attend the workshop for which you registered **

Two-Day Conference Information, Tuesday and Wednesday, February 23 & 24, 2010:

Registration Information:

Registration fees include: all conference materials, one session of the audio CD of your choice from the two (2) day conference, breaks and lunches. Confirmation of your registration will either be emailed to you or mailed via the US mail.

Registration Hours:

Tuesday, February 23, 2010: 8:00 a.m.-5:00 p.m.

Wednesday, February 24, 2010: 8:00 a.m.-5:00 p.m.

Conference Program Hours:

Tuesday, February 23, 2010: 9:00 a.m.-4:30 p.m.

Wednesday, February 24, 2010: 9:00 a.m.-4:30 p.m.

Conference Registration and Fees:

Early registration is highly recommended. Registrations received on or before February 5, 2010 receive discounted fees. Registration received after February 5, 2010 must pay the regular fee.

TWO-DAY CONFERENCE FEES: February 23-February 24

EARLY Two-Day Fee (received on or before 2/5/10): \$185.00

REGULAR Two-Day Fee (received after 2/5/10): \$210.00

ONE-DAY CONFERENCE FEES: February 23 or February 24

EARLY One-Day (received on or before 2/5/10): \$110.00

REGULAR One-Day Fee (received after 2/5/10): \$135.00

STUDENT FEES: (Student ID# is required)

One-Day Fee: \$30.00 Two-Day Fee: \$60.00

Meals:

Breaks and lunches are provided as part of your registration fee.

Exhibit Hours:

Tuesday, February 23, 2010: 8:00 a.m.-4:30 p.m.

Wednesday, February 24, 2010: 8:00 a.m.-4:00 p.m.

Cancellation/Refunds:

A \$25 service fee will be retained for cancellations. No refunds are given for cancellations within two weeks of the conference. Substitutions may be made at anytime. If possible, please notify us in

advance of the substitution. No refunds are given because of inclement weather, unless the weather results in the cancellation of the day(s) of the conference for which you are registered.

Payment:

Payment must be received by the date of the conference or a \$25 late fee will be assessed.

Substitutions:

If you find that you are unable to attend the conference, you may send a substitute in your place. The substitute will be eligible to attend whatever days you originally registered for. If possible, please notify us in advance of the substitution.

Location:

All conference sessions and meals will be held at the Kensington Court Hotel, Ann Arbor, MI, 48108, located at 610 Hilton Boulevard near the intersection of I-94 and State Street, adjacent to the Briarwood Shopping Center. (If you use I-94, then use State Street exit.) Kensington Court phone: 1.800.344.7829 or 734.761.7800.

Lodging:

Kensington Court has a limited number of overnight rooms that conference participants may reserve. Call the Kensington Court directly at 1.800.344.7829 or 734.761.7800 to make a reservation. A special rate of \$99.00 (single or double) is available for those who make their reservations by February 5, 2010.

Parking:

Parking is available at the Kensington Court free of charge.

State Board Continuing Education Credits:

SB-CEUs will be provided by MIEM:

Pre-conference: All Day Workshops: .5 SB-CEU credit* and 1/2 day Workshops: .3 SB-CEU credit*

Two-day conference: 1.0 SB-CEUs*

*approximate number pending approval

For further conference registration information contact:

MIEM Registrar Danielle Dankenbring, 1001 Centennial Way, Ste. 300, Lansing, MI 48917-9279

Phone: 517.327.2589; fax: 517.327.0771 or email: danielle@gomiem.org

Conference organizers retain the right to change the schedule without notice to participants

MONDAY

February 22, 2010

9:30 a.m.-4:00 p.m.

Workshop A: Formative Assessment—What It Is and What It Looks Like in MI Classrooms

Presenters: Kimberly Young, MDE Educator on Loan, Ionia County ISD and Sara Bryant, Measured Progress & University of Colorado at Boulder

During this session, participants will explore three key ideas that link to formative assessment and the MDE's state-wide formative assessment initiative:

The Formative Assessment Process – components of the process will be defined and illustrated through student work and teacher practice.

Classroom-Based Formative Assessment Strategies – using The Formative Assessment Process, there are many practical strategies teachers can use to involve their students and help students move closer to the learning goal. Some of these strategies will be shared.

MDE's Formative Assessment Model – the Michigan Department of Education and Measured Progress has developed and implemented a state-wide formative assessment model designed to increase teacher assessment literacy. The components of this model, along with testimonials from the field will be highlighted.

9:30 a.m.-4:00 p.m.

Workshop B: Assessment Literacy Planning for Leadership—Building a Data-Informed Culture

Presenter: Karen Bailey, National Director of Professional Services, SunGard Public Sector – K-12 Education

Never before have school improvement leaders had access to the quantity and quality of educational data that they have today. However, despite this surplus leaders and teachers alike struggle to know how best to turn their available data into targeted information with the power to transform instructional practice and student performance. During this full day pre-con session, school improvement teams will explore data as a catalyst for inquiry and will:

- Explore the rationale for creating and sustaining a data-informed culture.
- Understand the need for a balanced assessment program including formative (assessment for learning) and summative (assessment of learning) assessments.
- Recognize the role of common assessment data in building and sustaining a data-informed culture.
- Understand that in order to be a data-informed culture, educators must set S.M.A.R.T. goals for their buildings, themselves, and their students.
- Work in school improvement teams or with other school leaders to create S.M.A.R.T. goals and district/ school based data-informed culture plans.

9:30 a.m.-12:45 p.m.

Workshop C: Data for Student Success Assessment Module

Presenters: Joe Liberato, Dan Luciani and Julie McDonald, Educational Consultants, Calhoun ISD and Maureen Slamer, Director of Professional Development, Data for Student Success

How do we assess student learning? This session will identify the essential components of an assessment plan and provide participants a process to design quality summative assessments. This includes:

- Prioritizing content expectations.
- Setting clear learning targets.
- Choosing the appropriate assessment format and questions based on learning targets.
- Creating criteria for evaluation.
- Using assessment results.

1:15 p.m.-4:30 p.m.

Workshop D: Using the OEAA Secure Site

Presenter: David Judd, Michigan Department of Education

This workshop will take you step by step as you use the OEAA Secure Site to perform all needed functions such as, pre-identifying students, ordering and tracking assessment materials and validating the Tested Roster. There will be time for a question and answer session and an opportunity to share successful tips for more efficient usage of the OEAA Secure Site.

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TUESDAY

February 23, 2010

9:00 a.m.-10:05 a.m.

General Session: Getting Accountability Right in the Post-NCLB Era

Mr. Rothstein's keynote address will draw from his recent work in the areas of educational accountability and reform. His most recent two books, *Grading Education: Getting Accountability Right* and *Class and Schools: Using Social, Economic, and Educational Reform to Close the Black-White Achievement Gap* will provide the framework for his address. Signed copies of these two books will be available to conference attendees at a 40% discount.

Richard Rothstein, Economic Policy Institute & former National Education Editor, New York Times

10:20 a.m.-11:35 a.m.

A Clinics

A1

Formative Classroom Assessment – What is It? What Isn't It?

Presenters: Sara Bryant, Measured Progress and Kim Young, MDE Educator on Loan from Ionia County ISD

The purpose of this session is to describe, in words and video, what formative assessment is in the classroom. There are misconceptions about what is and isn't formative assessment, plus the term has been misused by publishers and others to refer to interim benchmark assessments. This session will set the record straight in words and video.

A2

High School Update: What's up and What Next?

Presenter: Kristine Gullen, Oakland Schools

In this interactive session we will explore issues impacting high schools - assessments, awarding credit, testing out, grading, transcripts, and anything else our time allows. We will explore how districts are meeting these challenges and dialogue about questions that may not have come to light just yet.

A3

The Algebra Project in Michigan

Presenters: Stephen Blair, Eastern Michigan University, Nicole Garcia and Naomi Norman, Washtenaw Intermediate School District, and Henry Meares and Laura Roop, University of Michigan

Over three years ago, a group of local and regional educators after a conversation with Algebra Project founder, Bob Moses, decided to "bring the Algebra Project to our state." In this presentation, we'll demonstrate the curricular approach, explain the national organization and its resources, and report on progress establishing a site and building capacity in Michigan.

A4

MI-Access Update

Presenter: Linda Howley, Michigan Department of Education

This session will describe MI-Access, Michigan's alternate assessment based on alternate achievement standards. Administration, assessment design, and reporting will be discussed.

A5

A Conversation with the Keynoter

Presenter: Richard Rothstein, Economic Policy Institute

Large group presentations seldom lend themselves to productive question and answer sessions. Frequently, however, conference participants want to ask questions which invite the speaker to comment in greater depth about portions of the presentation or to ask about issues the speaker did not comment on. Here's your chance to have an informal conversation with today's keynote speaker, Richard Rothstein.

A6

What's New from the Exhibitors?

Presenters tba

In this session, which will be moderated by a member of the Conference Planning Committee, exhibitors will present brief descriptions of some of their new assessment products and services. Since time will be limited, conference attendees are invited to follow up on this session by visiting the exhibitors' displays for more in-depth conversations on items of interest.

12:00 p.m.-1:30 p.m.

Lunch and Address

The Building Blocks of School Reform

Presenter: Thomas G. Maridada, II, Ed.D.

In Dr. Meridada's luncheon address, he will share some of the more notable challenges he faced in advancing his education reform in Inkster and now faces in Pontiac. He will provide us with a first-hand recounting of these experiences, including his plans and hopes for continuing future success.

1:45 p.m.-3:00 p.m.

B Clinics-

B1

A Framework for Considering Interim Assessments

Presenters: Ernie Bauer & Jim Gullen, Oakland Schools

A hands-on session designed to help educator's develop common language for familiar assessment terms, including, formative, interim & summative assessment.

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B2

Update from Washington, DC

Presenter: Sue Rigney, United States Education Department

Once again, Congress faces the issue of what to do about the current iteration of the Elementary and Secondary Education Act (formerly known as NCLB). Is "accountability" history, so to speak? Will testing be curtailed or expanded? Is teacher accountability next? How will all of the new money coming to education be spent? These and other issues are being debated in Congress and will be discussed in this session.

B3

Overview of Balanced Assessment Systems

Presenters: Edward Roeber, Michigan State University and Kim Young, MDE Educator on Loan from Ionia County ISD

This session will describe the various components of a balanced assessment system—summative, interim benchmark, and formative classroom assessments and the advantages and challenges in using each. Then, the session will describe how these different types of assessment can be used together to provide a balanced view of student achievement. Finally, rubrics for local district use to evaluate the balance in its assessment systems/programs will be described.

B4

MI-SAS Update

Presenters: Joseph Martineau and Steven Viger, Michigan Department of Education

The presenters will describe the Michigan School Accreditation System (MI-SAS). Key features will include similarities and differences compared to both AYP and EdYES! and possible implications for schools and districts.

B5

The Missing Links in Value-Added: Models, Methods, and Data

Presenter: Cassandra Guarino, Michigan State University

Current and possible uses of value-added models of teacher performance based on student achievement data will be discussed.

B6

A Conversation with the Luncheon Speaker

Presenter: Thomas Meridada, Superintendent, Pontiac Schools

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have an informal conversation with today's luncheon speaker, Thomas Meridada.

3:15 p.m.-4:30 p.m.

C Clinics

C1

Great Questions and an Occasional Interesting Answer

Presenters: Ernie Bauer, Oakland Schools and David Treder, Genesee ISD

Teachers and administrators often ask great questions about their data. Attempts to analyze data to help answer those questions sometimes lead to potentially useful information. Dave and Ernie will share some of the analyses they've done recently that might be useful to someone, somewhere, sometime.

C2

The Power of Formative Assessment

Presenter: Karen Bailey, Sungard Public Sector

This clinic will provide an overview of formative assessment (assessment for learning) and its advantages within a comprehensive and coordinated assessment system of state, district, and classroom assessments. Participants will collaboratively investigate strategies for using classroom formative assessment not only as a meaningful tool for accountability, but also as a catalyst for dramatically increasing student achievement.

C3

Thinking Algebraically in Elementary Grades: Conceptualizing It, Developing It, Assessing It

Presenters: Valerie Mills, Dana Gosen, or Carrie Zielinski

Participants will have the opportunity to explore representations of early algebraic patterns and relationships that are typically found in elementary mathematics programs such as Frames and Arrows, In and Out Boxes, What's My Rule?, and Graphs. They will also have the opportunity to consider the language and tasks that might be used to assess these.

C4

Preparing Teachers and Administrators in Assessment

Presenters: Edward Roeber, Michigan State University, Steven Ziebarth, Western Michigan University, Jacque Melin, Grand Valley State University and Nelson Maylone, Eastern Michigan University

Relatively few pre-service educators (teachers or administrators) receive any formal preparation in assessment before they enter the profession. Even those already employed may not receive much if any training in assessment while on the job. These universities have each attempted to address the issue in a different manner.

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C5

Michigan Charter Schools: Promise and Pitfalls

Presenter: Michael Addonizio, Wayne State University

This clinic will examine the characteristics and performance of public school academies in Michigan. Issues of governance will also be addressed.

C6

An Overview of Districts' Annual Reports as Required by P.A. 25 and NCLB

Presenters: Chris Janzer and David Judd, Michigan Department of Education

This session will provide an overview of current required components of annual reports as well as touch on what the Michigan Department of Education is planning in order to help the local districts in fulfilling these requirements.

C7

ELPA Update: Do you speak the language?

MDE presenters: Jim Griffiths and Jennifer Paul, Michigan Department of Education

Meet the new ELPA Education Research Consultant, Jennifer Paul. This session will provide you with an update for the Spring 2010 ELPA and the ELPA screener. Come by for information and discussion on assessment development changes.

4:45 p.m.-5:00 p.m.

General Session

Afternoon General Session: A brief session honoring UM Professor Emeritus Dr. Frank Womer, whose vision created this conference some 50 years ago and whose leadership is largely responsible for its growth.

5:00 p.m.-6:30 p.m.

Reception

WEDNESDAY

February 24, 2010

9:00 a.m.-10:05 a.m.

General Session: How the Lack of Caring for America's Children Impacts the Performance of our Nation's Schools

Dr. Berliner's address will focus on his recent work in the area of Poverty and Potential: Out-of-School Factors and School Success. We are currently working on arrangements to make one or more of Dr. Berliner's recent books available at the conference.

Presenter: David Berliner, Regents' Professor, College of Education, Arizona State University

10:20 a.m.-11:35 a.m.

D Clinics

D1

MME Update: More than the "Average" Test!

Presenter: Jim Griffiths, Michigan Department of Education

What's new for 2010 and beyond with the Michigan Merit Examination? Here's your opportunity to learn not only what's new, but what's for you with the MME. You won't be disappointed.

D2

A Conversation with the Keynote

Presenter: David Berliner, Arizona State University

Large group presentations seldom lend themselves to productive question and answer sessions. Frequently,

however, conference participants want to ask questions which invite the speaker to comment in greater depth about portions of the presentation or to ask about issues the speaker did not comment on. Here's your chance to have an informal conversation with today's keynote, David Berliner.

D3

Grading in a Standards-Based Environment

Presenters: Kristine Gullen & James Gullen, Oakland Schools

Teaching in a standards-based environment quickly collides with how we communicate a student's level of learning a.k.a. grades. This interactive session on grades will delve into current research on what to grade, and how to grade. We will also explore, if all students achieve standards set at high levels, can all be "rewarded" with high grades? Is universal high performance permitted?

D4

Update on the Michigan Assessment Consortium

Presenters: Kathy Dewsbury-White, Ingham ISD, Kim Young, MDE Educator on Loan from Ionia County ISD and Ed Roeber, Michigan State University

Formed almost two years ago, the Michigan Assessment Consortium (MAC) is already becoming known for the high-quality professional development activities that it has sponsored, as well as assessment development

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projects it is beginning to undertake. This session will describe both current and future programs and projects for the MAC.

D5

Developing and Using Learning Progressions

Presenters: Alicia Alonzo and Amelia Wenk Gotwals, Michigan State University

Learning progressions—descriptions of the successively more sophisticated ways of thinking about a topic that can follow one another as children learn (National Research Council, 2007)—have been proposed for a number of different purposes, including support for formative assessment practices. Learning progressions can provide guidance for the elicitation and interpretation of student performances and inform instructional responses that can move individual students towards mastery of important knowledge and practices. This session will describe learning progressions and the ways in which they can support formative assessment practices to help students learn.

D6

OEAA – Content Area Updates

Presenters: Andrew Middlestead, Wendy Gould and Rodger Epp, Michigan Department of Education

Discussion with the OEAA content staff on Math, Science, Reading, and Writing assessment updates.

12:00 p.m.-1:30 p.m.

Lunch and Address

Jazzistry

Vincent York's Jazzistry is a group of six professional jazz musicians who have made hundreds of presentations in elementary, middle, and high schools. In these presentations, live performance is used to tell the story of jazz and its role in American History. Jazzistry will present a typical school performance in a clinic later this afternoon. In this luncheon presentation, they will present selections from each decade of the Michigan School Testing Conference.

1:45 p.m.-3:00 p.m.

E Clinics

E1

MEAP Update: The Times they are a Changin'

Presenters: Jim Griffiths, Michigan Department of Education

What's new with the MEAP for 2010? More than you think! Stop in for an update for 2010, as well as a view from the back porch at OEAA.

E2

Technical Standards for Locally Developed Assessments

Presenters: Ernie Bauer, Oakland Schools and Edward Roeber, Michigan State University

It is certainly not uncommon for local districts to create assessments in certain grades and content areas. Whether this work is collaborative in nature (e.g., building common assessments) or individual teachers developing the assessments that they will use in their classrooms, there are technical standards that will assure that such assessments are sound, useful, and guide student learning constructively. Violate these standards and such assessments lose their power to inform and to guide. This session will describe in lay terms the types of standards all assessments – even those developed locally – must meet, as well as how to assure that they do.

E3

Using Data from External Standardized Tests to Help Improve Classroom Practice

Presenter: Kristine Gullen, Oakland Schools

Roll up your sleeves...this interactive session will help you explore the possibilities resulting from using the EXPLORE and PLAN item analysis to improve achievement and identify instructional strategies to enhance and focus school improvement.

E4

High Schools Re-Imagined—Early College Alliances in Oakland, Washtenaw, and Genesee Counties

Presenters: Gary Weisserman, Oakland Early College, Oakland Community College and Dave Dugger, Early College Alliance, Eastern Michigan University

Early College programs are one of the fastest growing aspects of K-16 education. This session will look at various models for Early Colleges, highlighting the ones offered by the Early College Alliance (ECA) at Eastern Michigan University, and Oakland Early College at Oakland Community College. Topics including appropriate measurement instruments for academic success, and implications for teaching and learning in hybrid educational environments.

E5

A World View of Teacher Preparation: How Different Can the Process Be?

Presenter: Mark Reckase, Michigan State University

The Teacher Education Development Study—Mathematics (TEDS-M) is an international survey of the process and product of teacher preparation for 17 different countries. A multi-part survey was administered to prospective teachers of mathematics at the elementary

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and secondary level, and those involved in teacher preparation. This session will present some of the results of that study. U.S. public teacher preparation institutions were involved in this study. The results consider the different approaches to teacher preparation, differences in the results of the preparation process, and what we have learned from this study.

E6

An Analytical Look at Michigan Achievement Gaps

Presenter: Ji Zeng and Adam Wyse, Michigan Department of Education

Members of the OEAA Psychometric Staff will present the findings of research they've conducted on possible achievement gaps using the OEAA data.

3:15 p.m.-4:30 p.m.

F Clinics

F1

Jazzistry—A School Presentation

Vincent York's Jazzistry

The group that walked you musically through the five decades of the Michigan School Testing Conference at lunch presents a program typical of the ones they've taken to hundreds of schools. In it you will experience our rich, multicultural heritage come alive through the lens of jazz, perhaps the most uniquely original American art form.

F2

Locally Developed Assessment: What Do the Results Mean?

Presenters: Jim Gullen & Ernie Bauer, Oakland Schools

Many districts have created dozens of common assessments that are administered to thousands of students. The results are used in myriad ways. This session will attempt to answer the question, "What do we know about the quality of these assessments?"

F3

MME Historical Perspective and Development

MDE presenter(s): Pat King and Shiqi Hao, Michigan Department of Education

A look at MME data over time.

F4

The Future of Social Studies Assessments

Presenter: Andrew Middlestead, Michigan Department of Education

A conversation on the future of social studies on the MEAP assessments.

F5

MEAP-Access Update

Presenters: Vince Dean and Linda Howley, Michigan Department of Education

This session will describe MEAP-Access, Michigan's newest state assessment, an alternate assessment based on modified achievement standards. Administration, assessment design, and reporting will be discussed.

50th Annual Michigan School Testing Conference

February 22-24, 2010 at Kensington Court Hotel, Ann Arbor

Please select your choices below:

Pre-Conference Workshops (Monday, 2/22/10)

Registration for the pre-conference workshops must be received by February 1, 2010. Workshop space is limited and the workshops may be cancelled if space requirements are not met.

- All Day Workshop** - Workshop A: Formative Assessment—What It Is and What It Looks Like in MI Classrooms **\$125.00**
Presenters: Kimberly Young, Michigan Department of Education and Sara Bryant, Measured Progress & University of Colorado at Boulder
9:30am - 4:00pm
- All Day Workshop**—Workshop B: Assessment Literacy Planning for Leadership—Building a Data-Informed Culture **\$125.00**
Presenters: Karen Bailey, National Director of Professional Services, SunGard Public Sector—K-12 Education
9:30am-4:00pm
- Morning Half Day Only**—Workshop C: Data for Student Success Assessment Module **\$75.00**
Presenters: Joe Liberato, Dan Luciani and Julie McDonald, Educational Consultants, Calhoun ISD and Maureen Slamer, Director of Professional Development, Data for Student Success
9:30am - 12:45pm
- Afternoon Half Day Only**—Workshop D: Using the OEAA Secure Site **\$75.00**
Presenter: David Judd, Michigan Department of Education
1:15pm - 4:30pm

Workshop C & D **\$125.00**

Tuesday - Wednesday Conference 2/23/10 - 2/24/10

- One-Day Fee (○ Tuesday only ○ Wednesday only) **\$135.00 (\$110)***
- Attending Tuesday and Wednesday **\$210.00 (\$185)***
- * Register and pay by 2/5/10 and save \$25**
- Student Fees** (Student ID # required below)
- One-Day Fee (○ Tuesday only ○ Wednesday only) **\$30.00**
- Two-Day Fee **\$60.00** (Tuesday-Wednesday)

Registration fees include breakfasts, breaks and lunches plus Reception on Tuesday afternoon. To receive confirmation of your registration, forms must be post-marked by February 15, 2010.

MIEM



Register online at:
www.gomiem.org

Send form to:

MIEM
1001 Centennial Way, Suite 300
Lansing, MI 48917
Phone: 517.327.2589
Fax: 517.327.0771

Participant Information (Please print)

Name: _____
Position: _____
School/Company: _____
Address: _____
City/State/Zip: _____
Email (required): _____
Phone number: _____
Student ID# (if applicable): _____
Special requests (vegetarian meals, other dietary needs, interpreter, wheelchair, etc.) _____

Payment Information

Grand Total (from above): _____
Payment option:
 Check enclosed payable to MIEM
 Purchase Order # : _____
(a po is not payment)
 Credit Card: ○ Visa ○ MasterCard
Name on card: _____
Card #: _____
Expiration date: _____
Signature: _____

A \$25 service fee will be retained for cancellations. No refunds are given for cancellations within two weeks of the event or because of inclement weather, unless the weather results in the cancellation of the day(s) of the conference for which you are registered. If you find that you are unable to attend the conference, you may

send a substitute in your place. Payment must be received by the date of the event or an invoice including the \$25 late fee will be assessed. Pre-registration is strongly recommended. Drop in registration will be accepted only on space availability basis.