



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
Dr. R. Scott Ralls, President

PRE-REGISTRATION DEADLINE:

June 23, 2008

September 15, 2008

MEMORANDUM

TO: Presidents
Instructional Administrators
Auditors
Basic Skills Directors/Coordinators
Resource Development Coordinators

SACS Coordinators
Student Development Administrators
Student Development Personnel Association
Vocational Education Coordinators

FROM: Delores A. Parker
Senior Vice President
Chief Academic Officer

RE: **2008 North Carolina Community College System Conference Pre-registration**

The North Carolina Community College System (NCCCS) Office is pleased to announce that pre-registration for the 2008 NCCCS Conference to be held October 12-14, 2008, at the Raleigh Convention Center in Raleigh, North Carolina, is now available online. The conference registration fee is \$125 per person until September 15, 2008, and \$150 thereafter, including on-site registration. The following steps are to be followed to pre-register for the System Conference:

- (1) Go to <http://www.continuingeducation.ncsu.edu/ncccs.htm> (If you do not have Internet access, please call the Office of Professional Development, NC State University, at 919.515.2261.)
- (2) All registrations will be handled on an individual basis by credit card. If your college requested a separate process to pay with one purchase order, then there will be a note on the web page above for all faculty and staff of that school to follow a separate process. If you don't see a note regarding your college, proceed to pay individually and follow the registration links.

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To make a hotel reservation at one of the host hotels click on the link ***HOTEL RESERVATIONS***. To obtain the conference rate make certain that you state that you are attending the NC Community College System Conference.

The deadline for pre-registration is Monday, September 15, 2008, at 5:00 p.m. After this date the pre-registration web page will no longer be available. On-site registration will begin on Sunday, October 12, 2008, in Raleigh.

Rosters of all participants who pre-registered by the September 15 deadline will be posted at the web address above on September 18, 2008.

If there are any questions about these procedures, please contact Chip Futrell, NC State University, at chip_futrell@ncsu.edu or 919.515.8179.

DAP/EI/pck

cc: President R. Scott Ralls
System Office Senior Staff
Mrs. Elizabeth Brown
Dr. Judith Mann
Mr. Van Wilson
Mr. Chip Futrell
Ms. Elizabeth Isler

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