

## Conference and Meeting Announcement Form

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Either print and complete the Conference and Meeting Announcement Form below or e-mail the information to [affsec@ncte.org](mailto:affsec@ncte.org). Or if you prefer, mail completed forms to: Division Director of Communications and Affiliate Services, NCTE, 1111 W. Kenyon Road, Urbana, Illinois 61801-1096; or fax 217-278-3760; or call 800-369-6283, ext. 3633 or 217-278-3633 with questions.

FROM: Name:

Address:

Office Phone:

Home Phone:

E-mail:

Full Name of Affiliate:

*PLEASE INCLUDE THE FOLLOWING INFORMATION ABOUT OUR MEETING ON THE NCTE WEBSITE, IN COUNCIL-GRAMS, AND IN THE COUNCIL CHRONICLE.*

E. Dates of Meeting:

Site:

(Include hotel/school/college, as well as city and state.)

Theme:

**Person to contact for further information:**

Phone:

E-mail:

Check here to receive cosponsored speaker information. Or visit <http://www.ncte.org/affiliates/cosponsored>.

( ) Please send to: \_\_\_\_\_

Check here to receive exhibit kit information. Or visit <http://www.ncte.org/affiliates/confplanning/exhibitkits>

( ) Please send to: \_\_\_\_\_