



Texas Educational Support Staff Association, Inc.

TESA 2008 SUMMER WORK CONFERENCE REGISTRATION FORM

(Please type or print) _____ First SWC _____ Past President _____ Retired

Member ID#: _____

First Name: _____ Last Name: _____

Name on Badge: _____

Address: _____ City: _____ Zip: _____

Daytime Phone: _____ Evening Phone: _____

Fax: _____ Employer: _____

E-mail: _____

Emergency Contact Name: _____

Phone: _____ Alternate phone: _____

All Inclusive Registration Package (includes registration, banquet & brunch only)
(please indicate meal selection for banquet and brunch)

Member	Non-Member	Amount
____ \$145.00	____ \$230.00	\$ _____
Banquet ____A	Banquet ____A	
Banquet ____B	Banquet ____B	
Brunch ____A	Brunch ____A	
Brunch ____B	Brunch ____B	

President's Luncheon

Member	Non-Member	Amount
____ \$30	____ \$35	\$ _____

Name: _____

Employer: _____

A-La-Carte Options (please indicate meal selection for banquet and brunch)

	Member		Non-Member		Amount
Registration	___ \$100.00		Registration	___ \$150.00	\$ _____
Banquet	___ \$35.00		Banquet	___ \$50.00	\$ _____
Banquet	___A		Banquet	___A	
Banquet	___B		Banquet	___B	
Brunch	___ \$20.00		Brunch	___ \$25.00	\$ _____
Brunch	___A		Brunch	___A	
Brunch	___B		Brunch	___B	
			Registration fees		\$ _____

Additional meal tickets may be purchased at the non-member price.

Banquet	___ A	___ B	\$50.00	# _____	\$ _____
Brunch	___ A	___ B	\$25.00	# _____	\$ _____
Presidents Lunch eon			\$35.00	# _____	\$ _____
* Vegetarian plates available upon request					
			Additional meal total		\$ _____

2008 TESA Summer Work Conference Shirts

Conference shirts are 65% Polyester and 35% Cotton. Machine wash cold and tumble dry low.

Size	Price	Quantity	Amount
Small	\$25	_____	\$ _____
Medium	\$25	_____	\$ _____
Large	\$25	_____	\$ _____
X-Large	\$27.50	_____	\$ _____
2XLarge	\$27.50	_____	\$ _____
3XLarge	\$27.50	_____	\$ _____
			Total Shirt fees
			\$ _____

Friday, June 20, 2008

Shuttle Service to Galleria

Hotel Departure / Galleria Departure **\$10 per person roundtrip**

___ 5:00 p.m. 8:00 p.m.

___ 6:00 p.m. 9:00 p.m.

Total shuttle service fees \$ _____

Name: _____

Employer: _____

2008 Summer Work Conference Breakout Sessions

Please list your Breakout Session choices below by entering the session number:

(Session tickets required)

Thursday, June 19, 2008 (Extended Session)

	1st Choice	2nd Choice	3rd Choice	\$5.00 Fee	Amount
1:30 pm - 4:30 pm	_____	_____	_____	for STEM Credit	\$ _____

Friday, June 20, 2008

	1st Choice	2nd Choice	3rd Choice	
8:15 am - 9:30 am	_____	_____	_____	
1:30 pm - 2:45 pm	_____	_____	_____	
1:30 pm - 4:30 pm *	_____	_____	_____	* Extended Session
3:00 pm - 4:15 pm	_____	_____	_____	

Saturday, June 21, 2008

	1st Choice	2nd Choice	3rd Choice
8:15 am - 9:30 am	_____	_____	_____
1:30 pm - 2:45 pm	_____	_____	_____
3:00 pm - 4:15 pm	_____	_____	_____

Total Extended Session Fees \$ _____

Session tickets are reserved with paid registrations only.

Name: _____

Employer: _____

2008 TESA Summer Work Conference STEM Registration

Date	Time	STEM Session Title	Fee	Amount
Tuesday, June 17, 2008	9:00 - 4:00	Effective Office Practices	\$35	\$ _____
	9:00 - 4:00	Basic Communication	\$35	\$ _____
	9:00 - 4:00	Agenda & Organizational Skills	\$35	\$ _____
	9:00 - 4:00	Profile for Success	\$45	\$ _____
	9:00 - 12:00	Professional Growth	\$25	\$ _____
	1:00 - 4:00	Telephone Skills	\$25	\$ _____
Wednesday, June 18, 2008	9:00 - 4:00	Interpersonal Communication	\$35	\$ _____
	9:00 - 4:00	Managing Change	\$35	\$ _____
	9:00 - 4:00	Business Grammar	\$35	\$ _____
	9:00 - 12:00	Time Management	\$25	\$ _____
	9:00 - 12:00	Assertiveness Training	\$25	\$ _____
	1:00 - 4:00	Professional Image	\$25	\$ _____
	1:00 - 4:00	Stress Management	\$25	\$ _____
Thursday, June 19, 2008	9:00 - 4:00	Profile for Success	\$45	\$ _____
	9:00 - 4:00	Managing Change	\$35	\$ _____
	9:00 - 4:00	Conflict Management	\$35	\$ _____
	9:00 - 4:00	Basic Communication	\$35	\$ _____
	9:00 - 12:00	Leadership Training/Team Building	\$25	\$ _____
	1:30 - 4:30	Professional Growth	\$25	\$ _____
Friday, June 20, 2008	1:30 - 4:30	Customer Service	\$25	\$ _____
	1:30 - 4:30	Rules for Spelling/Proofreading	\$25	\$ _____
Saturday, June 21, 2008	1:30 - 4:30	Dialogue of Diversity	\$25	\$ _____
			Total STEM Fees	\$ _____

Method of Payment for 2008 Summer Work Conference

Please select your method of payment and include a copy of your completed Registration Form with your payment.

Check # _____

Credit Card: ___MasterCard ___Visa ___Discover ___American Express Other: _____

Name on card: _____

Card # _____

Expiration: _____ | _____
month year

Signature: _____

Registration total	\$ _____
Additional meal ticket total	\$ _____
Conference shirt total	\$ _____
Shuttle service total	\$ _____
Total Extended Session fees	\$ _____
Total STEM Session fees	\$ _____
\$10 late registration after May 30, 2008	\$ _____
Credit Card Processing fee (\$5.00)	\$ _____
Grand Total for 2008 SWC Registration	\$ _____

Purchase Orders are not accepted/ Please do not mail cash

STEM cancellation requests must be received in writing at the TESA office prior to May 30, 2008 to be entitled to a refund.

STEM refunds are subject to a \$15 cancellation fee. No refunds if postmarked after May 30, 2008.

Refund policy: Cancellation requests must be received in writing, at the TESA Office, and postmarked prior to May 30, 2008, to be entitled to a refund.

Refunds are subject to TESA Board approval and a \$35 administration fee. STEM cancellation fee - \$15. No refund if postmarked after June 1, 2008. No refund for no-shows.

To register for the 2008 TESA Summer Work Conference please mail the completed Registration Form and payment in the form of check or credit card to:

TESA

P.O. Box 1565

Austin, TX 78767