

January 31, 2017

**To:** Collaborative Members and Associates  
**From:** Lauren Katzman, Executive Director  
**Subject:** Spring 2017 Member Meeting – Invitation to Register & Participate

Registration is now open for our Spring 2017 Member Meeting in Denver, Colorado: ***Improving Outcomes for Students with Disabilities: Tapping the Genius of the Collaborative***. The meeting will be held at The Brown Palace Hotel from May 10-12 and will be hosted by Denver Public Schools. Please attend and take advantage of opportunities to learn from experts and celebrate the genius of members of the Collaborative!

Special education practitioners, researchers, and policy makers have been at the forefront of educational innovation, providing the field with Universal Design for Learning, Multi-Tiered Systems of Support, the growth of educational technology, behavioral interventions, and literacy instruction, and federal protections focused on equity and inclusion. Special education leaders have been guiding and implementing these innovations and Collaborative members have been diving deeply into this work since we began as an organization in 1994. There is no doubt that there have been significant improvements for students with disabilities. Most no longer live in institutions and are educated in public schools, increasingly with their peers without disabilities. Academic achievement and graduation rates have increased and students with disabilities are enrolling in higher education at increasingly higher rates. That said, there remains an achievement gap between students with and without disabilities, with graduation rates for students with disabilities nearly 20 points behind the national average.<sup>1</sup> The achievement gap is even more pronounced for culturally and linguistically diverse student populations, and in addition, there is disproportionate representation in classified rates, placement in segregated settings, and involvement in disciplinary actions.

At this upcoming Collaborative meeting, we will examine how innovations in education from special education and other fields are used to improve outcomes for students with disabilities. In particular, we want to uncover the genius of Collaborative member districts; the exceptional practices and originality of leaders who are guiding and implementing regulations and educational innovations that focus on inclusive education and social justice and lead to improved student outcomes. In many cases, districts that are making a difference for students with disabilities have engaged in a paradigm shift and have moved from a focus on special education procedures to a focus on instructional practices. Many districts have improved literacy rates, decreased suspensions and restraints, improved transitions from secondary school, decreased disproportionality, and created central office organizations where special education leaders collaborate with their general education peers to provide a seamless delivery of supports and services.

At the meeting you will have an opportunity to share with each other the genius, exceptional practices and originality that has led to improvements for students with disabilities. Because these practices often involve individuals from multiple areas, we encourage you to invite your colleagues who are not from special education to join us for the meeting. More detailed information about the meeting is included with the attached preliminary agenda as well as our registration and travel policy.

We look forward to seeing you in Denver!

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<sup>1</sup> [http://new.every1graduates.org/wp-content/uploads/2015/05/2015\\_BGN\\_Full.pdf](http://new.every1graduates.org/wp-content/uploads/2015/05/2015_BGN_Full.pdf)



Please read this important document in its entirety **BEFORE** you plan your trip to Denver. Along with the **NEW preliminary agenda**, please find the Collaborative’s step-by-step instructions to register, registration and travel policy, and frequently asked questions below. If you have any questions, please contact Pilar Miranda, Member Services Coordinator, at 617-618-2447 or [pmiranda@edc.org](mailto:pmiranda@edc.org), or visit our website at [www.urbancollaborative.org](http://www.urbancollaborative.org).

**Please read the following steps carefully:**

### **Step 1: Register**

Please visit our website at [www.urbancollaborative.org](http://www.urbancollaborative.org) and you will be directed to an [Eventbrite registration page](#). Please register **before 5:00 pm EST, April 24, 2017**. Upon receipt of your registration, an email confirmation will be sent to your email address. See step-by-step instructions on page 3.

ALL member districts will receive **one free registration** to the meeting. Any subsequent registrations will be charged \$200 if attendees register **before April 24**. Beginning 5:00 pm EST on April 24, there will be a charge of \$300 per registration. Registration fees cover participant materials, breaks, reception, and Friday luncheon. If a district is selected as a concurrent presenter, an additional registration will be waived. Registration fees are **non-refundable after 5:00 pm EST, April 24**.

### **Step 2: Make your hotel reservation**

The conference will be held at Brown Palace Hotel in Denver. Please make your hotel reservations as soon as possible to ensure availability at the reduced group rate. We have reserved guest rooms at both the Brown Palace Hotel and the adjoining Holiday Inn Express. You may make your reservations at the Brown Palace at the negotiated group rate of \$209 per night by booking online at <https://go.edc.org/HotelRegistration2017>. To book a room at the Holiday Inn Express at a reduced rate of \$165, you may do so online at <https://go.edc.org/HotelRegistrationHIX2017>. Please note: You will need a credit card to guarantee your reservation. You may also call 1-303-297-3111. Mention you are calling for the Urban Collaborative Member Meeting for the negotiated group rates.

### **Step 3: Book your flight**

Contact Stewart International Travel at 1-800-738-1575 by **5:00 pm EST, April 24** and ask for Claire to reserve your flights and book your ticket. For fast and efficient service when calling, please state that you are calling for the Urban Collaborative Spring Meeting and have the preferred dates and times of travel ready.

**IMPORTANT: Before booking your ticket, please make sure that you are have district approval and are committed to attending the meeting.**



***NEW Preliminary Agenda!***

**Wednesday, May 10**

10:00 am - 12:00 pm

1:30 pm - 1:45 pm

1:45 pm - 3:30 pm

3:45 pm - 5:00 pm

5:30 pm - 7:00 pm

Host District School Visits/Presentations  
Welcome from Collaborative and Host District's  
Leadership  
Keynote Address  
Size-Alike Meeting\*  
Reception

**Thursday, May 11**

7:30 am - 4:30 pm

7:30 am - 8:30 am

8:30 am - 9:30 am

9:45 am - 12:30 pm

1:30 pm - 4:30 pm

Collaborative Partner and Sponsor Expo  
Breakfast (provided)  
Partner Focus Groups  
Concurrent Sessions  
Consultancy Session\*\*

**Friday, May 12**

7:30 am - 3:00 pm

7:30 am - 8:30 am

8:30 am - 9:30 am

9:45 am - 12:30 pm

12:30 pm - 1:45 pm

2:00 pm - 3:00 pm

3:15 pm - 4:15 pm

Collaborative Partner and Sponsor Expo  
Breakfast (provided)  
Partner Focus Groups  
Concurrent Sessions  
Luncheon  
Town Hall  
World Cafe Session

**SESSION DESCRIPTIONS**

***\*Size-alike Meeting***

This session will provide an opportunity for representatives from our large, medium, and small school districts to meet in groups according to district size. Groups will participate in a facilitated conversation regarding a contemporary issue in urban special education and discuss technical skills used to overcome challenges around that issue.

***\*\*Consultancy Sessions with Denver Public Schools***

These sessions will provide us with an opportunity to serve as consultants or “critical friends” to our colleagues in Denver. We have invited leadership from our host district to each present a dilemma that they would like our meeting participants to consider and on which to share their experience and expertise. We will be guiding participants through a facilitated protocol whereby the school district leaders might learn how others would advise they respond to the specific areas of need. At the same time that we are helping our colleagues, we are certain that all participants will benefit from the sharing and bring home new strategies and ideas.



## **STEP-BY-STEP INSTRUCTIONS**

### **STEP ONE – REGISTER**

- Go to <https://spring2017membermeeting.eventbrite.com>.
- Enter your password. (If you do not have your password, please contact Pilar Miranda at [pmiranda@edc.org](mailto:pmiranda@edc.org) or 617-618-2447.)
- Click on the green REGISTER button.
- On REGISTER pop-up, click on ENTER PROMOTIONAL CODE in the top right corner.
- Enter your promotional code and click APPLY CODE. This code allows you to register ONE free meeting participant for your district.
- *For the one free participant:* Click CHECKOUT to take you to the page where you will input the information of the registrant.
- *For all additional participants:* Choose the number of participants you would like to register by clicking on the arrow next to the number 1. It will show the quantity and total price in the lower left corner. Then click CHECKOUT.
- Complete YOUR/BUYER INFORMATION.
- Complete PAYMENT (*This section does not appear for the free registration*).
- Complete BILLING INFORMATION (*This section does not appear for the free registration*).
- Complete REGISTRATION # - GENERAL MEMBER REGISTRATION.
- Click COMPLETE REGISTRATION/PAY NOW/SEND INVOICE to submit your registration form and payment. You will receive an email confirmation and receipt (if you paid online). For those paying by PO, you will receive an invoice from the Urban Collaborative at Education Development Center.
- You will see the system processing your registration and then you will receive a confirmation pop-up window.
- To register others in your district (after your one free registration), Click on BACK TO SPRING 2017 MEMBER MEETING at the top left. Begin again at Step Three and go through the same process. At this point, you will no longer need a promotional code and you can register as many people as you choose.

**If you have any questions, please contact Pilar Miranda at [pmiranda@edc.org](mailto:pmiranda@edc.org).**



**STEP TWO – MAKE YOUR HOTEL RESERVATION\***

**Brown Palace Hotel**

321 17th Street  
Denver, CO 80202

**Holiday Inn Express**

401 17th Street  
Denver, CO 80202

**To make your reservation online at the Brown Palace Hotel, visit:**

<https://go.edc.org/HotelRegistration2017>

**To make your reservation online at the Holiday Inn Express, visit:**

<https://go.edc.org/HotelRegistrationHIX2017>

You may also call 1-303-297-3111. Mention you are calling for the Urban Collaborative Member Meeting for the negotiated group rates.

*\*Hotel reservations should be made as soon as possible. If you reserve after 5:00 pm EST, April 24, the Collaborative cannot guarantee availability or that you will receive the reduced room rate. You may cancel your hotel reservation up to 48 hours prior to arrival, so book now and cancel later if need be!*

**STEP THREE – BOOK YOUR FLIGHT**

*(Please read our revised registration and travel policy before booking)*

Please contact Stewart International Travel **by April 24 at 1-800-738-1575** and ask for Claire to reserve your flights and book your ticket. For fast and efficient service when calling, please state that you are calling for the Urban Collaborative Spring Meeting and have the preferred dates and times of travel ready.

**IMPORTANT:** Before booking your ticket, please make sure that you are have district approval and are committed to attending the meeting. Unused tickets result in lost money for the Collaborative and risk our ability to continue offering airfare as a benefit. Please note that airfare is not refundable or transferable to another person. *All participants are responsible for baggage fees, ground transportation, and incidentals.*



## **REGISTRATION AND TRAVEL POLICY & FREQUENTLY ASKED QUESTIONS (FAQS)**

### **Q: How many registrations are included with membership?**

**A:** ALL member districts, regardless of size, will receive one free registration for the meeting. Any subsequent registrations will be charged \$200 per participant if registered **before April 24, 2017. Beginning 5:00 pm EST, April 24**, there will be a charge of \$300 per registration. Registration fees cover participant materials, breaks, reception, and Friday luncheon.

### **Q: Can I send additional representatives from my district?**

**A:** Yes. Member districts are encouraged to register additional participants. Also, it is not required that the Member or Associate from the district attend, you may send any district staff in your place. If you would like to pay by check/purchase order, see information below. *You must send via mail as we cannot accept checks in person.*

**Please make check payable to:** Education Development Center, Inc.,

**Please send to:** Pilar Miranda  
c/o Education Development Center, Inc.  
43 Foundry Avenue  
Waltham, MA 02453

### **Q: Does the Collaborative pay for my airfare? \***

**A:** One of the benefits of membership in the Collaborative is paid airfare to our semi-annual meetings. The number of airline tickets paid for by the Collaborative is dependent upon your school district's size:

- If you are a **small** school district with enrollment of less than 15,000 students, your membership fee pays for **one (1) participant's airfare per meeting**.
- If you are a **medium** school district with enrollment of between 15,000 and 50,000 students, your membership fee pays for **two (2) participants' airfare per meeting**.
- If you are a **large** school district with enrollment of more than 50,000 students, your membership fee pays for **three (3) participants' airfare per meeting**.

*\*You must make your flight reservations before 5:00 pm EST, April 24, if you would like the Collaborative to pay for your airfare. All participants are responsible for baggage fees, ground transportation, and incidentals.*



*(Registration and Travel Policy, FAQs continued)*

**Q: Can I choose the flight I want?**

**A:** Please help the Collaborative stay within budget by **making your reservations early**. The Collaborative and Stewart International Travel will try our best to accommodate your travel preferences. We will seek out the most reasonable airfare at the time of booking, but please be aware that *you may be required to book an itinerary with a connecting flight*.

**IMPORTANT:** Before booking your ticket, please make sure that you are have **district approval and are committed to attending the meeting**. Unused tickets result in lost money for the Collaborative and risk our ability to continue offering airfare as a benefit. Please note that airfare is not refundable or transferable to another person.

**Q: What if I live locally and do not need to fly to the meeting?**

**A:** For members that do not require airline travel, the district can substitute their airline cost benefit for extra participant registration fees. As with airline tickets, the number of registration fees paid for by the Collaborative depends upon your district's size. That is:

- For **small** districts, instead of paying for one (1) participant's airfare, the Collaborative will waive the registration fee for one extra participant for a total of two registrants at no cost.
- For **medium** districts, instead of paying for two (2) participants' airfare, the Collaborative will waive the registration fees for two extra participants for a total of three registrants at no cost.
- For **large** districts, instead of paying for three (3) participants' airfare, the Collaborative will waive the registration fees for three extra participants for a total of four registrants at no cost.

**Q: What if I need to make changes or cancel?**

**A:** Please email Pilar Miranda at [pmiranda@edc.org](mailto:pmiranda@edc.org) to inform us of a cancellation. For all cancellations made after **April 24, 2017**, registration fees are non-refundable and participants will be held responsible for that fee. However, if a registered participant cannot attend and would like to send another individual in their place, no additional charge will be incurred. Please contact Pilar Miranda regarding any changes.

Once an airline ticket has been issued, **the ticket holder is responsible for all costs associated with any changes**. Change fees may include a \$200 airline fee and the difference in airfare. Again, to avoid these extra fees and to help the Collaborative, *please be sure that you are able to attend the meeting before booking your airline ticket*.