



## **URBANCOLLABORATIVE**

Leading Equitable & Inclusive Education

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### **REGISTRATION AND TRAVEL INFORMATION – SPRING 2019 MEETING**

#### **Step 1: Register**

Please register at our [Eventbrite registration page](#) **before 5:00 PM EST, April 8, 2019**. Upon receipt of your registration, an email confirmation will be sent.

All member districts will receive **one free registration** to the meeting. All subsequent registrations will be charged \$200 if attendees register **before April 8, 2019**. After April 8, 2019, there will be a charge of \$300 per registration. Registration fees cover participant materials, breaks, reception, and lunches. If a district is selected as a concurrent presenter, the fee for an additional registrant will be waived. Registration fees are **non-refundable after 5:00 PM EST, April 8**.

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

The conference will be held at The Westin Convention Center, Pittsburgh. Please make your hotel reservations as soon as possible to ensure availability at the reduced group rate. You can make your reservations at The Westin Convention Center, Pittsburgh at the negotiated group rate of \$199.00 per night by [booking your hotel online](#). Please note: You will need a credit card to guarantee your reservation. You can also call 412-281-3700 and press 3 for reservations. Mention that you are calling for the Urban Collaborative Spring Member Meeting for the negotiated group rate.

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

Contact Stewart International Travel at 1-800-738-1575 by **5:00 PM EST, April 8, 2019** and ask for Claire to book your flight. Let them know that you are with the Urban Collaborative Spring Meeting and have the preferred dates and times of travel ready when you call. Unless there is an emergency, please call between 9 AM – 5 PM EST. **Before booking your ticket, please make sure that you are have district approval and are committed to attending the meeting as we cannot recoup the cost of unused or cancelled flights.**