



Massachusetts Elementary School Principals' Association

Presents:

Getting More Out of Office Tools

Presenter: Bob Tucker

Course #: 10-227

Date: December 3, 2009

Time: 8:30 AM– 3:30 PM

Register by: November 19, 2009

Audience: K – 12 educators

Do you feel you could do so much more with the powerful office tools if only you had the time to investigate their many features? This workshop will introduce you to some of the lesser known features of Word, Excel and Powerpoint that will have your colleagues begging you to tell you how you did it! Learn about using tables to organize text and graphics. Make simple books quickly and easily. Automate spreadsheet tasks with powerful formulas. Use custom animation to create more dynamic presentations. You will leave this workshop with a collection of ready-to-use ideas the next day in your classroom or office.

Presenter: Robert Tucker, is an Education and Technology Specialist with the MESPA Education & Technology Center, Marlborough, Massachusetts. He serves as director of the Assistive Technology Project and also directs the Instructional Technology Master's/Certification program. His areas of expertise include professional development, technology planning, and assistive technologies and Universal Design for Learning. Mr. Tucker was an education specialist at the Center for Applied Special Technologies (CAST) of Peabody, Massachusetts. Prior to joining CAST, Mr. Tucker was with the Chapter 1 Computer Cooperative Center (C4), Maynard, Massachusetts for six years. A former elementary school teacher in Lexington, his degrees include a B.A. from the University of Massachusetts, and a M.Ed. from Harvard University Graduate School of Education.



General Registration Form



All programs will be held at the
MESPA Education and Technology Center
Marlborough, MA 01752 *

Fees listed below are for all programs.*
Registration begins at 8:30AM; programs begin promptly at 9:00AM.*
** Unless otherwise noted*

BECOME A MEMBER

If you are a principal or assistant principal and are not a MESPA/NAESP member, and wish to join at this time to receive the member rates, please enclose a separate check or purchase order for \$490 (active membership).

MEMBERSHIP PAYMENT ENCLOSED

Please make membership payments payable to MESPA.

Please send membership information.

All information must be included

Name _____ Member Non-Member

School _____ District _____

Address _____

City _____ State _____ Zip _____

Phone (School) _____ (Cell) _____

Email (Mandatory) _____

Be sure to list the course number for each participant. See the registration fee listing or course description for the appropriate cost.

(Please list additional courses on a separate sheet)

Name (please print)	Email	Course#	Cost
1. _____	_____	_____	\$ _____
2. _____	_____	_____	\$ _____
3. _____	_____	_____	\$ _____
4. _____	_____	_____	\$ _____
Sub Total:			\$ _____

- **SPECIAL BUNDLE-PRICING** Any combination of staff from the same school will be eligible for bundle-pricing. For example, if one person registers for two or more workshops, s/he may register at the appropriate discounted rate. If two or more people from the same school register at the same time for a single workshop or any combination of workshops, they may register at the appropriate bundled price.
- The member rates apply to all participants from a single school where the principal is a current member of MESPA. The member rates also apply for individuals who are either Active, Associate, Aspiring, Affiliate, or Retired members of MESPA.

Workshops

Member rate:

Non-member rate:

Attend 1 full-day workshop:

\$165 per person/per workshop

\$205 per person/per workshop

Attend 2 full-day workshops:

\$155 per person/per workshop

\$200 per person/per workshop

Attend 3 or more full-day workshops:

\$150 per person/per workshop

\$190 per person/per workshop

I will remit my payment in the amount of \$ _____

By the following method: Check # _____ P.O.# _____ Visa MasterCard

Required for Credit Card Payment:

Card # _____ Verification Code: Last 3 digits in signature box _____

Signature _____ Expiration Date ____/____

Name on Card (please print) _____

Billing Address _____

City _____ State _____ Zip _____

Please make all workshop payments payable to:
MESPEF, 28 Lord Road, Suite 125, Marlborough, MA 01752
(Tax Exempt # 222-710946)

Fax or Mail Registration Forms to:

MESPA Education and Technology
Center,
28 Lord Road, Suite 125,
Marlborough, MA 01752
Phone: 508-624-0500
Fax: 508-485-9965

CANCELLATION POLICY

A fee of \$50 per-person will be assessed for cancellations made less than 48 hours prior to the start of the workshop. Registrants who fail to cancel will be assessed the full amount of the workshop.

Inclment weather: Call 508-524-0500 x 555 for possible cancellation notices.