



13th Annual Public Relations Executives Meeting

A Unique Conference for
Communications Directors in
Urban School Districts

July 5-7, 2013



Manchester Grand Hyatt San Diego

One Market Place
San Diego, CA 92101
Phone: (619) 232-1234
(800) 266-9432

<http://manchester.grand.hyatt.com>



PRE CONFERENCE REGISTRATION INFORMATION

Mr. Ms. Mrs. Dr.
Name _____
Title _____
District/Company _____
Address _____

City _____ State _____
Zip _____ Telephone _____
Fax _____
Email _____

REGISTRATION FEES

Complete registration form for EACH person and fax to **(202) 393-2400** or mail with payment or purchase order number. You may also register online at www.cgcs.org Checks should be made payable to: **COUNCIL OF THE GREAT CITY SCHOOLS**

- () \$200 Council School District Member
- () \$50 Additional late registration fee for registering after June 18th
- () Sponsor Waived
- () \$500 Additional Attendee from Sponsor
- () Check # _____
- () Purchase order# _____
- () Visa () Mastercard
- () Discover () American Express

Card# _____

Expiration Date: _____ 3-digit # _____

Signature: _____

Arrival Date & Time: _____
Departure Date & Time: _____
(For meal count purpose only)

REFUND AND CANCELLATION POLICY

All cancellations, refund requests and substitutions must be in writing and faxed to the Council's office at **(202) 393-2400**. Registrations canceled on or before June 18 will receive a full refund. Cancellations made after June 18 through June 21 will be billed or refunded 50% of the registration fee. Cancellations made after June 21 and no-shows on July 5 will not receive a refund.

HOTEL RESERVATION INFORMATION FOR MANCHESTER GRAND HYATT SAN DIEGO

All participants must make their own hotel reservations. The phone number to make reservations is 619-232-1234. Room rates are **\$209** per night plus 12.5% tax, plus a \$0.21 California Tourism Assessment Fee applied to each room night. Cancellations must be made with the hotel before 3:00 pm Pacific time the day before your arrival to avoid a "No Show" charge equivalent to a one night's rate and tax. Cancellations must be confirmed with a cancellation number issued by the hotel. **The cutoff date to make reservations is June 13th.** **You must mention the National School Public Relations Association (NSPRA) to get the special discount rate of \$209.** You may also make reservations online at <http://www.nspr.org/seminar-hotel>.

You may fax completed registration form and credit card payment or P.O. # to **(202) 393-2400**. **Please send the entire form when mailing registration and payment by check. On the check, please write PRE meeting, name of the registrant and invoice number.**

Mail to:

*Anna Barrera, Conference Specialist
Council of the Great City Schools
1301 Pennsylvania Avenue, N.W., Suite 702
Washington, DC 20004*

For questions regarding the agenda, please contact Tonya Harris at (202) 393-2427



For those of you who want to stay over for the NSPRA seminar **on Monday only, NSPRA offers Council participants a special one-day discount -- \$205 --** for its opening reception on Sunday night as well as the full-Monday program. To register, go to **www.nspr.org**, download and print the registration form from the Seminar registration website page, then complete the requested information and write CGCS by your name. The registration form may be mailed or faxed to NSPRA. (The address and fax number are on the registration form.)