

Registration Information

Tips for Ensuring Your Space in the Workshop

- Fill out your registration form completely.
- Register early—sessions fill up quickly, space is limited, and registrations are on a first-come, first-served basis.
- Need to change your registration? No problem. Simply fax your written changes 14 days prior to the workshop to 866 549-6810.
- If a participant does not register by the registration deadline, space and materials may not be available.

When we receive your registration, we'll e-mail you a confirmation notice. Please bring it with you. If you don't receive this notice within two weeks of the session date, please call 800 787-7477, ext. 2.

Two Easy Ways to Register

To participate in a College Board workshop, you must register by the registration deadline for the workshop you plan to attend (see pages 6–9).

All registrations will be acknowledged via e-mail. This correspondence will include a confirmation letter and directions to the meeting. The confirmation should be brought to the workshop. If you do not receive a confirmation two weeks before the conference, please call 800 787-7477, ext. 2. All changes in registration must be made in writing via e-mail or fax to the College Board.

Complete all the requested information on the registration form. Fill in the appropriate subject code for the event you would like to attend.

1. By Mail—simply mail your registration form with payment to:

The College Board—Oklahoma GEAR UP Workshops
Ansonia Station
P.O. Box 234093
New York, NY 10023-9424

2. By Fax—fax your registration form to 866 549-6810.

We regret that we're unable to accept registrations on the day of the event.

Cancellation Policy

If you must cancel, please provide in writing via e-mail (workshopreg@collegeboard.org) or fax (866 549-6810) at least five business days prior to the event.

The College Board reserves the right to cancel sessions with fewer than 15 registrants or substitute session topics and presenters without notice. In the event a session must be canceled, we will notify you by e-mail or phone. In the event of cancellation, the College Board is not responsible for refunds of travel arrangements.



Registration Form **Professional Development for Educators**

Complete the following information, and fill in the subject code for the session you wish to attend. **For additional registrants, please duplicate this form and ask each registrant to fill out a separate form.** No on-site registrations will be accepted. Be sure to retain a copy for your records. **Questions: Call 800 787-7477, ext. 2, or e-mail workshopreg@collegeboard.org. Mail:** The College Board–Oklahoma GEAR UP Workshops, Ansonia Station, P.O. Box 234093, New York, NY 10023-9424, **Fax:** 866 549-6810.

Mr. Ms. Mrs. Dr. First: _____ Last: _____

Title: _____ School: _____

Institution Address: _____ City: _____ State: _____ Zip: _____

Home Address: _____ City: _____ State: _____ Zip: _____

School Telephone: () _____ Home Telephone: () _____ Fax: () _____

Preferred E-mail Address: _____

Check workshop listings on pages 6–9 for subject codes. (Example 1)
Enter the subject code in the appropriate column below.

	State	City	Workshop Location	Subject Code	Start Date	Reg. Deadline
Example 1	OK	Sample City	Sample Location	BIOL-E	11/11/2008	10/28/2008
	OK	Oklahoma City	Oklahoma City Renaissance Hotel & Convention Center		11/18/2008	11/4/2008
					12/2/2008	11/18/2008
					12/9/2008	11/25/2008
	OK	Midwest City	Rose State College		6/1/2009	5/18/2009
					6/8/2009	5/25/2009
	OK	Broken Arrow	Northeastern State University		6/8/2009	5/25/2009

IMPORTANT!

Workshops are open to GEAR UP–eligible districts only. A list of GEAR UP–eligible districts can be found at www.okhighered.org/gearup/prof-dev.shtml.

GEAR UP will provide a \$100.00 stipend to teachers from GEAR UP–eligible school districts who are not on contract.

The U.S. Department of Education awarded Oklahoma with state GEAR UP grants totaling \$20.5 million in August 1999 and \$20.6 million in August 2006. The grants have been matched by more than \$47 million from state and partner resources. With the addition of the 2005 multiyear federal grant, Oklahoma’s GEAR UP program will ultimately receive more than \$45.6 million in federal funds by 2011. GEAR UP receives 49 percent of its total funding from the federal government and 51 percent from other organizations.

The College Board frequently records images from its meetings, conferences and forums, and related events. By registering, you grant us the right to photograph and/or tape-record (audio and/or video) your image and make use of it in our publications, materials, and Web site.

Do not send me information and news regarding College Board services, products, and other offers via e-mail.