

*ASE Annual Statewide* Winter Conference  
Best Western Royal Plaza Hotel and Trade Center, Marlborough, MA  
March 5<sup>th</sup>, 2010

**“Building District Capacities: The Times, They Are A Changing”  
Featuring National Keynote Speaker: Dr. Robert Evans**

**CONFERENCE REGISTRATION FORM**

⌘ *Register Early: Space is Limited. Please register on or before February 17<sup>th</sup>.* ⌘

**Every Conference Participant must have a completed registration form and an accompanied form of payment submitted to the ASE office prior to the ASE Conference – Registrations should be faxed directly to ASE at 617-354-4926**

NAME(S): \_\_\_\_\_

DISTRICT/COLLABORATIVE/GROUP: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

*Please indicate your check or purchase order number:*

PURCHASE ORDER #: \_\_\_\_\_ CHECK #: \_\_\_\_\_

**Please return this registration form for all registrants, including a purchase order or payment to:**

**Massachusetts Administrators for Special Education (ASE)**  
80 Prospect Street, Suite 211, Cambridge, Massachusetts 02138  
Telephone: 617-354-4924 Fax: 617-354-4926  
Email: [contactasema@mindspring.com](mailto:contactasema@mindspring.com)  
Web site: [www.asepage.org](http://www.asepage.org)

**Conference Rates:** \$175/member - \$285/non-member - \$200/member guest\*- \$125/retired member

*\*Member guest is a salaried employee of the same school district/agency as the member who will accompany the member at an ASE Conference – a member guest must be identified on the member’s conference registration form.*

**ASE Cancellation and credit process for Conferences:**

- If a conference registrant is unable to attend, they may send a different person in their place.
- In the event that a different person cannot replace a registrant to the Fall or Winter conference, ASE can grant a credit to another conference within the same fiscal year provided that ASE receives a request in writing via fax (617-354-4926) or email ([contactasema@mindspring.com](mailto:contactasema@mindspring.com)) no later than 14 business days prior to the conference.
- Spring Conference registrations can be transferred to another person you designate from your school district for the Spring Conference; there are no credits available for the Spring Conference if, after submitting a registration form, you are unable to attend.
- No other credit requests will be honored.

*Registrations received after February 17<sup>th</sup>, 2010 may not be honored.*

**Directions to Best Western Royal Plaza Hotel and Trade Center:**

Take exit 24b off Interstate 495. Hotel is one mile on the right.

**Best Western Royal Plaza Hotel and Trade Center: (508) 460-0700**  
[http://www.rplazahotels.com/pages/1\\_home\\_page.cfm](http://www.rplazahotels.com/pages/1_home_page.cfm)  
181 Boston Post Road West, Marlborough, MA