

UPDATE--REGIONAL INFORMATION
ON CONFERENCE DATES, OFFICERS

(to be completed and sent to NCTE Headquarters after regional conference)

I. Name of Regional: _____

II. Information for Regional Conference Calendar

A. Exact dates of next regional conference: _____

B. Program chair: (name) _____

(his/her college) _____

(complete address, including zip) _____

(phone number) _____ (ext.) _____

C. Local Arrangements Chair: (name) _____

(his/her college) _____

(complete address, including zip) _____

(phone number) _____ (ext.) _____

D. Host school/s: (name/s) _____

E. Conference site: (hotel name) _____

(complete address, including zip) _____

(phone number) _____ (ext.) _____

F. Theme of Conference _____

III. Regional Officers: Please attach to this form an updated roster of REC officers, as well as advisory board members (if latter is available).

Provide the following information:

- A. Regional name
- B. Year/s for which list will be current
- C. Officers' titles or positions
- D. Officers' names, school affiliations, complete addresses (both home and school)

Note: If both school and home addresses are given, please indicate by asterisk (*) the address at which person prefers to be contacted.

- E. Both home and work phone numbers
- F. Term of office--specific years for which officers will hold post

The regional chair, representative, or secretary should complete one of these forms immediately after any REC meeting at which information on future conference(s) is finalized and/or regional officers change. Send directly to Stephen Piazza at NCTE, 1111 Kenyon Road, Urbana, IL 61801.

(Remember also to let us know as soon as possible if, between meetings, a single officer or other bit of information changes-- due to officer resignation, newsletter editor succession, etc.)

Thanks.