



# ORIENTATION GUIDE for the 2020 NATIONAL READING RECOVERY & K-6 LITERACY CONFERENCE

Greater Columbus Convention Center & Hyatt Hotel Columbus, Ohio

**For first time attendees, please read the information below and then join us for the 1<sup>st</sup> Time Attendee Orientation at the Conference on Sunday, Feb. 9 from 8:45 – 9:30 am (room to be announced). Sign up for this Orientation when you register.**



**THE ORIENTATION GUIDE IS FOR ALL ATTENDEES WHO WANT TO HAVE THE BEST CONFERENCE EXPERIENCE!**



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### Thank you for registering for the 2020 National Conference!

The purpose of this guide is to provide an overview of the conference and help make your conference experience a positive and memorable one. As a first-time attendee, a little pre-planning will help you get the most out of this conference. The Reading Recovery Council of North America (RRCNA) is the sponsor of the conference and is referenced throughout this guide.

### PREPARING FOR THE CONFERENCE

**NOTE:** Your best resources for all conference information is the **Conference registration booklet**, **website** and the **Conference Mobile App**. Bookmark the website and download the app when it is released in late November.

#### START PLANNING: Hotel and Travel

**Book your hotel early!** We have four official Conference hotels: Hyatt Regency, Drury Inn, Crowne Plaza, and Hampton Inn & Suites-all surround the Convention Center. Booking a reservation within the contracted hotels, makes the conference financially viable. The Hyatt Regency Hotel, 350 N. High Street, Columbus OH 43215, is the Conference Headquarters and where most sessions will take place. Hotel rooms book very quickly, so it is HIGHLY RECOMMENDED you book your room as quickly as possible. You will need a credit card to hold your reservation. When checking into your

hotel, inquire at the front desk if there are any special activities planned for our conference attendees. Often the official conference hotels will have special happy hours or discounts available for conference attendees. If you are delayed, be sure to contact the hotel reservations desk so you do not lose your reservation and you are not charged for an extra night. Always inquire about your hotel's cancellation policy prior to booking your room. [View complete Hotel Information](#) to make your reservation today. If you are seeking tax exemption, contact the hotel directly for instructions.

Book your Flight: John Glenn Columbus International Airport (CMH, formerly Port Columbus International Airport) is the closest airport to downtown Columbus. It is approximately 8 miles from the airport to the Convention Center. For airport information, weather forecast, flight information, etc. go to <http://www.flycolumbus.com>.

If you are traveling from abroad, don't forget to check your passport for accurate information and expiration date.

[View complete Travel Information.](#)

## CONFERENCE SOCIAL MEDIA & ANNOUNCEMENTS

Bookmark the Conference website [www.rrcna.org/conferences](http://www.rrcna.org/conferences). Also download the Conference mobile app before arriving. This app is your lifeline to the Conference for any updates, announcements, supplemental information or special promotions. **The Conference Mobile App will be available in late October.** LIKE our Facebook page at [www.facebook.com/LiteracyConference](http://www.facebook.com/LiteracyConference). Follow us on Twitter [@rrcna.org](https://twitter.com/rrcna.org) or Instagram [#nccbus](https://www.instagram.com/rrcna.org). We encourage attendees to keep posting to Facebook and keep your tweets coming! During registration you read and agreed to the Conference WiFi Policy, to review again click [here](#).

Many attendees share their new learnings and ideas with your colleagues and administrators back home through our social media resources. **This is a great way to extend the value of this conference!** Perhaps next year your colleagues will be able to attend, especially after they see how much valuable professional development is available to them.

These social media resources will also introduce you to other attendees in advance of the conference. Use your social media to schedule working lunches, dinners, social gatherings, etc. prior to arriving at the conference.

## SPECIAL NEEDS

If you require special accommodations as defined by the Americans with Disabilities Act (ADA), please indicate this when you register online. Manual wheelchairs are available upon request at the Convention Center and can be reserved through the Convention Center Scooter rentals can be reserved with Pride Ride through the Convention Center Guest Services Center or by calling 614-827-2531 (weekdays) or 614-827-2547 (evenings and weekends).



## GET THE MOST FROM THE CONFERENCE

### CONFIRMATION AND ATTENDANCE POLICY

Now that you are registered, you will have received an emailed confirmation that outlines the sessions you selected to attend. Reference those sessions and think about other ways to expand your educational experience while you are at the conference. Check the conference schedule, including the daily general sessions with our Keynote presenters, plus make notations in your schedule as you plan to visit the exhibit hall, author signings, and other events.

In case you need to cancel or transfer your registration to another individual, please refer to the 2020 Registration Fees and Cancellation Policy on the Conference information page. Important deadlines and protocol are referenced and must be adhered to so you are not penalized.



## ATTENDEE NEWSLETTERS

In January, we will begin emailing Attendee Newsletters full of useful conference information. If you did not receive a conference confirmation after registering or are not receiving newsletters beginning in January from RRCNA, please contact the conference office at 614-310-7340 or 614-310- 7339 or [conferenceinfo@readingrecovery.org](mailto:conferenceinfo@readingrecovery.org). We are here to assist you!

## PROFESSIONAL DEVELOPMENT & CERTIFICATE OF ATTENDANCE

Sessions are tailored to your needs as an educator and to your school’s needs. For some, professional development clock hours or graduate credit is important.

**Clock Hours** You can earn up to 17.5 professional development “clock hours” for attending the Preconference Institute (5.5 hours) and the Full Conference (12 hours). You will receive a Certificate of Attendance with the clock hours following the conference (see below for details). **Be sure to check with your district for information about specific clock hour requirements in your state.**

**Graduate Credit** One Semester hour of graduate credit is available through Ashland University for attending 12.5 hours of conference sessions. The cost per semester hour is \$180 and is paid directly to Ashland University. Registration will take place in the Conference registration area on Sunday, February 10 and Monday, February 11. Please contact Ashland University Columbus Center prior to the conference for further details at 614-794-4850 or 877-557-9497.

**Certificate of Attendance** RRCNA provides attendees with a Certificate of Attendance listing clock hours of conference sessions. You will access this certificate after completing the online evaluation which will be emailed to your primary email on file two days following the conference. The certificate serves as documentation for professional development that may be applied towards teaching license renewal.

## WHILE YOU ARE AT THE CONFERENCE

### CHECK-IN AT THE REGISTRATION CENTER

**CHECK IN AS SOON AS YOU CAN!** The Registration Center is located on the third floor in the Regency Foyer. Registration hours are: Friday 5:00 pm – 8:00 pm; Saturday 8:00 am – 6:30 pm; Sunday 7:30 am – 5:30 pm; and Monday 7:30 am – 4:00 pm. The registration lines can be very long on Sunday morning, so please check-in prior to that time. (Friday or Saturday check-in is ideal.)

You will need your photo ID and/or registration confirmation to check-in. At check-in you will receive your name badge and applicable tickets for sessions and lunches, the on-site program, and a tote bag. Your name badge is required for entrance into all sessions, the exhibit hall, and for meals. If this is your first experience at our conference, pick-up your “First-Time Attendee”  special ribbon at the registration counter.

Look for “**Onsite Registration/Conference Office**” to: Register onsite, make a payment if you owe a balance on your registration, change your sessions, or for Conference assistance.

### SESSION ROOMS – Get There Early!

The session attendance is managed very tightly so be sure to attend the sessions you registered for (see your confirmation or ticket). If a session room is near or at capacity, schedule tickets or session confirmations will be checked at the door.

**NOTE: Any seats remaining open after 10 minutes, will be released to those who did not sign up for that session.** In some cases, it will not be possible for groups to sit together due to very full rooms. In these circumstances, you will need to sit wherever an open chair is available. Once the room is full to capacity it is a state law that the admittance is prohibited until space is available, so be sure to get to your session early. Please be courteous to the room monitors, they are trained to strictly enforce this law for your safety. Review your conference schedule the day before. Sometimes schedules need to be adjusted due to last-minute changes. Occasionally a session is changed or cancelled, changes will be posted on the mobile app and the general session slides. If this occurs, refer to your Conference Worksheet for your second choices and plan accordingly.



## OPTIONAL EVENTS

During the Conference there are additional events you can choose to attend. This year there are:

- **A First-Time Attendee Orientation** on Sunday at 8:45am (free – no ticket needed) to help you learn how to get the most out of the Conference.
- **Site coordinators** meeting on Sunday. \$10 fee, bagels & coffee
- **DLL-trained teachers, teacher leaders, and trainers** meeting on Sunday. \$10 fee, bagels & coffee
- **Literacy Lessons™** meeting on Sunday. \$10 fee, bagels & coffee
- **Literacy Coaches** meeting on Sunday. \$10 fee, bagels & coffee
- **Administrators** can attend a luncheon on Monday which will allow for peer-to-peer networking. There is an additional \$10 charge for this luncheon.
- **35<sup>th</sup> Anniversary Celebration Luncheon** on Sunday. \$20 ticket purchase required.
- **Shopping trip to Polaris Fashion Place** on Monday at 5:00pm, is available at no additional charge.

## NETWORKING

Networking opportunities abound during the conference. This conference is attended by dedicated educators from around the world and they look forward to sharing and learning from you too. Build in time to network with your peers and international literacy leaders. Include the presenters in your networking, identify the ones you would like to meet, then schedule time to meet during breaks or at the end of the day. If you are an RRCNA member, or interested in becoming one, you may want to attend the RRCNA Membership Meeting and find out more about RRCNA (there will be door prizes too).

## THE EXHIBIT HALL

Experience the latest publications and newest educational products available! Publishers and other vendors will display their products in the Convention Center Battelle Hall South, **Saturday, February 8th, 3:00-6:00 pm (Grand Opening and**



**Reception – exclusive time with exhibitors), Sunday, February 9th, 8:00 am-5:30 pm, and Monday, February 10th, 8:00 am-5:30 pm.** You'll want to connect with vendors early to see what special products are available and plan your schedule accordingly to come back and visit throughout the conference. If you are looking for something specific from a vendor, ask. They may be able to order the product or offer a solution. Don't forget your business cards and wear your badge!

## ADDITIONAL PROFESSIONAL DEVELOPMENT AND OTHER PRODUCTS

The RRCNA Membership Department will have products to purchase onsite. Check out what's new from RRCNA. They have many new products and services to share with you, from training DVDs to t-shirts to pencils. So be sure to bring some extra spending money and don't wait too long to buy that special item. Inventory is limited on some items. You can find the Membership booth near the registration area.

## RRCNA ANNUAL FUND

If you would like to make a donation to RRCNA, visit the Annual Fund booth at the conference. You can find the Annual Fund booth near the registration area. If you are unable to make it to the booth, please visit the [RRCNA website](#) to discover ways you can support the Reading Recovery Council.

## MISCELLANEOUS TIPS

**ADMINISTRATORS CAN ATTEND FREE!** Did you know that your administrator may be able to attend for **free**?

Administrators can attend the **full Conference** (Sunday-Tuesday) for free when 5 staff from their district register for a full Conference (Sunday-Tuesday) and are paid in full by December 15, 2019. Limit of one offer per district. If this applies to you, please complete the [Administrator Registration Form](#) on the Conference information page. What a great opportunity for your administrator!

## LOST & FOUND

It's a busy time and lots on your mind, so guaranteed someone will lose their tote bag, purse, etc. Please check with the Conference Registration Center, on the Third Floor Regency Foyer for lost and found items. At the end of the conference, any items in the lost and found will be secured by the Convention Center security office, phone number is 614-827-2547.

## SAFETY FIRST

Your health and safety are our priority, so please review the General Safety Tips prior to traveling to Columbus. This document also includes local pharmacies, hospitals, and news channels. As in every city, there is a degree of caution that visitors must use when exploring a city, so be sure to bring this document with you to familiarize yourself with these useful resources.

## PLACES TO VISIT

There are lots of things to do in Columbus that are within walking distance from the official conference hotels. It is a vibrant and friendly city. The Convention Center is within walking distance of over 100+ restaurants, the Short North Arts District, the Arena District, and the North Market Public Market. For **Events and Attractions** and **Dining Information**, see the Conference information page. For further information, you can visit the Experience Columbus website at [www.experiencecolumbus.com](http://www.experiencecolumbus.com).



## PACKING FOR THE CONFERENCE

Here are a few packing tips:

- Photo ID (driver's license, passport, etc.)
- Hotel confirmation
- Flight itinerary and Boarding pass (if applicable)
- Conference Confirmation and Conference Registration Worksheet
- Handouts for your sessions that you have downloaded and/or printed
- Any travel confirmations (ground transportation or other)
- Notebook and pens for notes
- Business cards – good idea to give to vendors, speakers, colleagues who you would like to stay in touch with after the conference
- Comfortable walking shoes
- Attire is casual (what you would typically wear to school) – we recommend dressing in layers, bringing sweaters or jackets. Room temperatures vary from room to room
- Weather-appropriate clothing – winter in Columbus can be a little unpredictable. A warm jacket and light boots may be needed for outside walking
- Non-perishable snacks
- Chargers for phones, iPads, etc.
- Any daily medications

## AFTER THE CONFERENCE

### IMPORTANT!

Conference follow-up is extremely important to your professional development and networking. Follow up with business cards you collected throughout the conference. **Do not delete the Conference mobile app!** This will continue to be used for updates on preregistration savings for 2021, how to submit proposals to speak at the 2021 Conference and much more! The Conference mobile app, [Conference website](#) and [Conference Facebook](#) page will enable you to keep up to date with other attendees and with updates on the 2021 Conference! Please stay in touch!

### **PAY IT FORWARD**

After you return, thank your administrators and support staff that afforded you this opportunity to attend. They will appreciate hearing what you learned at the conference. Follow up with any vendors, speakers, and colleagues you met. Stay connected by visiting their websites, interact on Twitter, and participate on their blogs and Facebook pages

### **SAVE YOUR DISTRICT MONEY**

Consider purchasing your 2021 conference registration at 2020's pricing. Watch the Conference mobile app or visit the [Conference website](#) in late April for information.



### **EVALUATIONS**

The Overall Conference Evaluation will be available on Thursday, February 13 through email and the Conference meeting app. Individual sessions can be evaluated immediately through the Conference meeting app. Evaluations will not be collected during the Conference. If you complete the evaluations, you will be entered in a drawing for the **multiple cash prizes**.

### **CERTIFICATE OF ATTENDANCE**

By completing the Overall Conference Evaluation, you will receive a link to print your copy of the **Certificate of Attendance**.

**Thank you for registering for the 2020 National Reading Recovery & K-6 Literacy Conference!** We look forward to providing you with the best conference experience and, as always, feel free to contact us with any questions, concerns or feedback you have by email at [conferenceinfo@readingrecovery.org](mailto:conferenceinfo@readingrecovery.org) or by phone at 614-310-7340.

**Enjoy the Conference!**