



**Royal Sonesta Hotel  
300 Bourbon Street  
New Orleans, LA 70130**

\_\_\_\_\_  
(Dr./Mr./Mrs./Ms.) First and Last Name

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Address

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City State Zip

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Phone Fax Primary Email

**REGISTRATION FORM**

**(Please complete all required information.)**

Would you like to receive a certificate of completion for this event?  Yes  No

Do you have a disability that requires special consideration?  Yes  No; If yes, please explain: \_\_\_\_\_

By supplying this information, OVAE will make every effort to ensure the availability and accessibility of all related products and services.

Do you have any meal specifications?  Vegetarian  Vegan  Kosher  Gluten-free  Other: \_\_\_\_\_

Emergency Contact Name and Phone: \_\_\_\_\_

**Pre-registration is required for the Mini-Training Institutes sessions held on Thursday, April 10 from 1-4 p.m. Please select one of the following four sessions:**

**Making Standards Work: A Conversation with Program Directors and Teachers**

*Ronna Spacone, OVAE  
Kathy Chernus, MPR Associates  
Susan Pimentel, Standards Consultant*

This interactive mini-training institute will feature a conversation with program directors and teachers who are implementing Louisiana's standards using the SIA materials. The conversation will be structured by questions generated by the session participants. Possible areas of discussion include the substance and process of meaningful standards professional development, building curriculum and instruction around standards, and how standards are making a difference in teaching.

**Check here for session 1**

**Developing an RFP to Guide Quality Adult Education Services**

*Judith Alamprese, Abt Associates*

This mini-session is designed for State adult education directors and staff who are interested in developing a Request for Proposals (RFP) that can be used by applicants for AEFLA funds in planning and managing their programs' services. The session will focus on two aspects of the development of an RFP: 1) the importance of aligning a State's needs assessment and priorities for state leadership funds with the content of an RFP, and 2) structuring the directions in an RFP that will facilitate grantees' preparation of applications.

**Check here for session 2**

**Leadership Training for State Directors and State Staff**

*Mary Ann Corley, California Adult Literacy Professional Development Project*

Back by popular demand, this mini-institute session is targeted to state directors and state staff who are interested in leadership training tailored to adult education. The session will focus on the importance of creating a statewide vision and the importance of coalescing support through partnerships in government and in the field of adult education. It will assist participants in understanding the importance of connecting accountability systems and state leadership investments to realize that vision.

**Check here for session 3**

**Evaluating Local Programs**

*Mike Dean, OVAE  
Larry Condelli, AIR*

The purpose of this workshop is to expand the capacity of States to effectively evaluate and monitor the quality and performance of local programs. Program evaluation activities are on-going and can be found in a number of administrative functions — review of grant applications, periodic progress and financial reports, on-site monitoring and, more recently, desk top monitoring of local programs.

**Check here for session 4**

**FAX COMPLETED FORM TO TARNIKA BELL AT (800) 783-2998.  
YOU WILL RECEIVE A CONFIRMATION EMAIL FOR YOUR REGISTRATION.**