

CCAC FALL CONFERENCE 2011 FREQUENTLY ASKED QUESTIONS

Who can answer my questions about registration for the CCAC Fall Conference?

You may contact Paula Sutton, Vice President for Programs, or Franell Prather, President of CCAC.

Paula Sutton: paula.sutton@ucr.edu

Franell Prather: fprather@mail.sdsu.edu

When is the 2011 CCAC Fall Conference?

The conference dates are Tuesday, October 11 - Friday, October 14, 2011. Sessions begin at 1:00 PM on Tuesday, October 11 and conference will end before noon on Friday, October 14.

Where will the conference take place?

The Conference will be held at the DoubleTree Hotel, 2001 Point West Way in Sacramento. Parking is complimentary to CCAC members staying at the DoubleTree hotel. Standard parking charges will apply to those who are driving in from other hotels, etc.

Why should I attend Conference?

Fall Conference is your best opportunity for comprehensive training and workshops regarding developments in California certification. Attendees can better serve credentialed staff or students and improve their professional knowledge and practices. Whether you are from a School District, County Office, Charter School, or Program Sponsor there will be numerous sessions that will appeal to you. More than seventy sessions and workshops will be offered that cover all aspects of teacher certification and credentialing. Conference is co-sponsored by the California Commission on Teacher Credentialing (CTC) and the California Department of Education (CDE). The presenters will be knowledgeable CTC and CDE staff and veteran CCAC members with whom you can share field-based experiences.

When will the conference schedule be available?

Planning sessions begin in April and end in August. We will try to publish a summary of the schedule in August.

How do I register for the Conference?

CCAC has implemented a new registration process. Registration for Conference will be done online at: <http://a3.acteva.com/orderbooking/bookEvent/A308011>

To avoid delays in your registration, please alert your accounting department to the vendor and address change listed below. Registrations mailed to old PO Boxes will not be forwarded to Acteva.

For those who are using checks or money orders for payment, please register online at the link above and select the option the option to pay later. You may complete your registration and obtain a confirmation number with details about about registration and mailing instructions that you need to provide to your accounting office.

Checks or money orders are to be made payable to **Acteva** and mailed to:

Acteva

100 Pine Street, 10th Floor
San Francisco, CA 94111

If your accounting office will be mailing your check then it will be important to provide that office with your order confirmation that includes your order number and invoice information. Individuals who submit and then cancel personal checks will be held responsible for bank transaction fees incurred by Acteva and CCAC.

Register by the **PRIORITY** registration postmark deadline of **Monday, August 15 to avoid higher fees**. The **FINAL** registration date must be postmarked on or before Thursday, **September 1 and will require additional cost**.

Can I pay with a credit card or PayPal?

Yes, this is a new option that is available this year through Acteva's registration system.

Can I pay with a Purchase Order?

No, we will not accept purchase orders for conference registration.

Can I register at Conference?

No, Walk-in registration cannot be accommodated. Registration must be postmarked by **September 1** in order to attend conference.

Can I register after September 1?

If you are new to the profession and can provide verification of your new hire status then we may be able to assist you with late registration. Please contact the Conference Chair, Paula Sutton at paula.sutton@ucr.edu or 951-827-7043 or CCAC President, Franell Prather at fprather@mail.sdsu.edu or 760-768-5551.

How do I reserve a hotel room for Conference?

Host Hotel: DoubleTree Hotel
2001 Point West Way
Sacramento, CA 95815
916-929-8855

Online: [DoubleTree Hotel Sacramento online hotel registration](#)

Affiliate Hotel: Hilton Sacramento Arden West
2200 Harvard Street
Sacramento, CA 95815
916-922-4700

The 2011 room rate at each hotel is \$129 and both hotels will provide CCAC guests with free in-room internet and parking. CCAC will provide bus service between the DoubleTree and Hilton (scheduled stops at Arden Mall) during the conference schedule.

My employer has requested a copy of the organization's W-9 (Request for Taxpayer Identification Number and Certification) form. Who do I contact to request a copy?

You may download the W-9 form from the CCAC web site at:

<http://www.teamccac.net/events/conference.htm>.