



June 15, 2017

TO: All Concerned

FROM: Jeanette Woodruff, Registration Co-Chair

RE: CEA-Ohio Conference September 11-13, 2017

Dear Correctional Educator,

The registration form for the CEA-O Fall Conference is enclosed. The form needs to be returned by August 4, 2017. The procedure for this year is as follows:

To have registration PREPAID you must:

- Be a DRC/OCSS employee (line staff only).
- Be a current CEA member or join at time of registration by sending the membership form along with a check made out to **CEAO** or credit card information can be provided on the form.
- Be one of the first 170 DRC/CEA employees to register. (line staff only).
- Complete the registration form and mail or email it to **CEA-O, PO Box 779, London, Ohio 43140 by August 4, 2017.** Jeanette.Woodruff@odrc.state.oh.us

To have registration REIMBURSED you must:

- Be a DRC/OCSS employee.
- Be a current CEA member or join when you register (send membership form along with a check or credit card information).
- Complete the registration form and mail or email it to **CEA-O, PO Box 779, London, Ohio 43140.** Jeanette.Woodruff@odrc.state.oh.us by August 4, 2017.
- **Complete OAKS travel process prior to 4:00 P.M. September 1, 2017.**

To have a PREPAID sleeping room, you must:

- Be a DRC/OCSS employee.
- Be a current CEA member or join when you register (send membership form along with a check or credit card information).
- **MUST HAVE A ROOMMATE.**
- Complete the room reservation form and mail or email it to **CEA-O, PO Box 779, London, Ohio 43140.** Jeanette.Woodruff@odrc.state.oh.us by August 4, 2017.

To be REIMBURSED for your sleeping room, you must:

- Be a DRC/OCSS employee.
- Be a current CEA member or join when you register (send membership form along with a check made out to CEA or credit card information written on the form).
- Call 419-874-3111 To guarantee the conference rate, you must **make your own reservations** by 8/11/2017 at 12:00 AM

Travel Authorization Requirements:

- If you are not on the DRC purchase order or rooming list, and you will be making your own room reservation you will need complete a travel authorization before the conference.
- If you will be on the DRC purchase order and rooming list you will need to complete an expense report when you return from the conference for meals only. (Meals that were not included with your conference registration).

ALL RESERVATIONS MUST BE GUARANTEED WITH A CREDIT CARD / SAVE ALL YOUR RECEIPTS.

If you have any questions, please email Jeanette.woodruff@odrc.state.oh.us .