

35th Annual NCCESA State Meeting

September 18 – 19, 2008

Wilmington, NC



Hosted by Southeast District

REGISTRATION

Deadline for registration is August 1, 2008.

Meeting registration is \$ 85.00. This includes the lunch and evening banquet on Thursday, breakfast on Friday, along with your tour and workshop. Please note that there are separate registration forms, one for **active members** and one for **retirees/guests**.

Registration must be completed through LMS – www.ces.ncsu.edu/xlms . For LMS questions, please call Makia Tillman at 919-513-0036.

Please add a late fee of \$10.00 if sent after deadline. No refund will be made after August 1, 2008.

Complete registration form and make checks payable to "NCCES-SED".

Mail form and check to: Patty Cain, NCCES – New Hanover County Center, Agricultural Extension Building, 6206 Oleander Drive, Wilmington, NC 28403 -3822.

LODGING

Rooms at the Hilton Wilmington Riverside at 301 N. Water Street, Wilmington, NC 28401 have been reserved for us. Please call the Hotel at 888 -324-8170 or 910-763-5900 prior to Monday, August 18, 2008 to make your reservations. Please mention that you are part of the NCCESA Conference to insure that you receive the discounted group rate. Reservations must be guaranteed with a deposit equal to one (1) night stay or a credit card. Cancellations must be made 72 hours prior to arrival. Check in time is 4:00 p.m.

Room rates are based on single or double occupancy: \$ 99.00 plus taxes of 12.75% each night, \$ 10.00 for each additional adult in room after 2 adults. If you would like a guaranteed riverfront room, the additional fee is \$ 10.00 per night . The parking fee is \$9.00 per day, per vehicle .

Log on to the web site for directions: www.wilmingtonhilton.com

PROGRAM HIGHLIGHTS

Wednesday, September 17, 2008

3:00 - 5:00 p.m. Executive Board meeting

Thursday, September 18, 2008

8:00 a.m. – 5:00 p.m. Registration

9:00 a.m. – 11:00 a.m. Board of Directors meeting

11:30 a.m. – 12:45 p.m. Luncheon

1:00 p.m. – 4:30 p.m. Workshops and tours based on registration choice

7:00 p.m. Banquet

Friday, September 19, 2008

7:00 a.m. – 8:00 a.m. Breakfast

8:30 a.m. – 9:45 a.m. Administrative Remarks

10:00 a.m. Business Session

12:00 noon Door prizes & adjourn

TOURS AND WORKSHOPS

THERE WILL BE TWO SESSIONS, PLEASE SELECT ONE TOUR AND ONE WORKSHOP

Session 1 – 1:00 – 2:30 p.m.

Session 2 – 3:00 – 4:30 p.m.

CHOICES FOR SESSION 1 – 1:00 – 2:30 p.m.:

Tour # 1 – New Hanover Arboretum (transportation will be provided)

The New Hanover Arboretum is 7 acres in the heart of New Hanover County where homeowners can see the variety of plants that grow in our coastal areas as well as emerging trends in plant material. Cooperative Extension's "horticultural laboratory", the Arboretum has a very knowledgeable staff and many volunteers working to make the gardens beautiful and educational. To view a map of the Arboretum visit http://www.gardeninghc.org/pdf/arboretum_masterplan.pdf

Tour # 2 – Downtown Wilmington Historic Tour (transportation will be provided)

Downtown Wilmington draws visitors because of its wealth of attractions, block after block of beautifully preserved historic buildings, museums and homes, and the Cape Fear River waterfront. Encompassing approximately 230 blocks, Wilmington's National Register Historic District is among the state's largest.

Workshop # 1 – “Secretaries Get Moving!”

If you want to exercise while having a good time come join my assistant, Casey and myself for a fun and electrifying workout that will get your heart pumping and make you feel good all over . The workout will include a combination of light to moderate cardio, strength training using dyna bands, plus stretches and activities you can do to get fit right at your desk!

Journals will be provided for tracking your progress of healthy eating and physical activity behaviors. This workshop will be presented by Christine W. Smith, Extension Agent, Family and Consumer Sciences, Wayne County.

Workshop# 2 – “Survivor Skills for Receptionists, Secretaries, and Administrative Professionals”

This workshop will be presented by Denise Ryan, a motivational speaker who has re-energized thousands of women. This seminar is designed to help all “first contact” and support personnel become less stressed, more productive, and more satisfied with themselves and their professional roles. Attendees will learn how to recognize and build on their own strengths while learning tips to improve skills related to organization, time management, stress management, and professional communication.

TOURS AND WORKSHOPS

CHOICES FOR SESSION 2 – 3:00 – 4:30 p.m.:

Tour # 1 – New Hanover Arboretum (transportation will be provided)

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NORTH CAROLINA COOPERATIVE EXTENSION SECRETARIES ASSOCIATION
Hilton Wilmington Riverside, Wilmington, NC
September 18 – 19, 2008

*** REGISTRATION ***
(ACTIVE MEMBERS)

Name: _____

Address: _____

_____ Phone: _____

County: _____ District: _____

_____ Registration Fee \$85.00 – includes conference meals and choice of two tours or workshops

_____ Late Fee \$10.00 (include if mailing after August 1, 2008)

_____ **TOTAL Enclosed – Make check payable to NCCESA-SED**

TOUR / WORKSHOP CHOICES: (select one from Session 1 and one from Session 2)
Please rank the tours and workshops according to your preference (1 -4)

Session # 1 from 1:00 – 2:30 p.m.
Tour # 1 _____ Workshop # 1 _____

Tour # 2 _____ Workshop # 2 _____

Session # 2 from 3:00 – 4:30 p.m.
Tour # 1 _____ Workshop # 1 _____

Tour # 2 _____ Workshop # 2 _____

*Registration must be completed through LMS including conference meals, tour/workshop choices.

*You must also complete this registration form and send with payment **by August 1, 2008** to:

Patty Cain
NCCES – New Hanover County Center
Agricultural Extension Building
6206 Oleander Drive
Wilmington, NC 28403-3822

- REMINDER: Retirees and guests must complete separate form.

NORTH CAROLINA COOPERATIVE EXTENSION SECRETARIES ASSOCIATION
Hilton Wilmington Riverside, Wilmington, NC
September 18 – 19, 2008

*** REGISTRATION ***
(RETIRES AND GUESTS)

Name: _____

Address: _____

_____ Phone: _____

County: _____ District: _____

_____ Full Registration Fee \$85.00 – includes conference meals and choice of two tours or workshops

_____ \$28.00 Luncheon, Thursday, September 18, 2008 – 11:30 a.m.

_____ \$40.00 Banquet, Thursday, September 18, 2008 – 7:00 p.m.

_____ \$17.00 Breakfast, Friday, September 19, 2008 – 7:00 a.m.

_____ Late Fee \$10.00 (include if mailing after August 1, 2008)

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