



**To: NM MESA Advisors**  
**From: Anita Gonzales, NM MESA Program Coordinator**  
**Re: Professional Development Conference Registration**  
**Date: November 21, 2019**

It is my pleasure to provide you with information regarding our upcoming *NM MESA Professional Development Conference, January 21-22, 2020 at the Embassy Suites Albuquerque.*

All advisors are highly encouraged to attend this important two-day conference. It allows you to renew acquaintances and provides valuable training and resources to take back to the classroom. We are offering exciting workshops and there is something for everyone. Please take a moment to review the enclosed information and fill out and complete your registration as directed. We hope to see all of you at this year's Professional Development Conference. If you have any questions or concerns, please contact your Regional Coordinator.

**WHAT IS THE PROFESSIONAL DEVELOPMENT CONFERENCE (PDC):**

PDC is a development conference designed to provide our NM MESA advisors with tools and strategies to implement a successful NM MESA program. Besides professional development workshops, this conference is an annual meeting for our advisors where important NM MESA information will be relayed such as competition information, regional advisor meetings, MESA updates, and more! All attendees must be advisors at current NM MESA programs.

**WHAT NM MESA WILL PROVIDE:**

- Mileage reimbursement at \$.58/mile at a maximum of 1 vehicle per program (unless pre-approved). Carpooling and school vehicle use is encouraged. NOTE: Federal Rate may change for 2020.
- Lodging (as needed and approved) for:
  - Night 1 (January 20): Advisors traveling more than (3) hours
  - Night 2 (January 21): Advisors traveling more than (½) hour to the Conference.
  - Advisors will be housed (2) per room at no cost.
  - Private rooms are available for eligible nights upon request at a fee of \$60/room night. All lodging fees are due by Registration Deadline. Failure to submit fee by deadline will result in advisor being placed in a shared room.
- Attendance stipend of \$100 for full attendance. \$50/Day.
  - Daily sign in sheets will be collected in addition to possible workshop attendance
- Meals as indicated during the conference. All meals will be ticketed events available to conference attendees only.
- Conference supplies as needed.

**SAMPLE OF WHAT NM MESA DOES NOT PROVIDE:**

- Additional food costs or lodging fees
- Any other costs associated with attendance

## REGISTRATION PROCESS:

- **Full Session Information will be released on December 10. Registration will open on December 10 and will close January 7 at 5PM.**
- Registration link will be available on the NM MESA Website: <http://www.nmmesa.org> (Upcoming Events, Professional Development Conference). This site is the official event site where all event information will be posted including general agenda, directions, lodging information, etc. Attendees are expected to visit the site and review needed documents and session information.
- On Line Registration will collect all teacher information, meal information, session registration, and lodging information.
- Please note, registration for workshops is on a first registered basis. If capacity is reached, a waiting list will be created, but you will need to select another workshop for that particular session.
- Once registered you will receive a confirmation email and number which will allow you to modify or cancel your registration. Modifying includes adding/removing/changing information and any other changes to your registration.
- Registration will have a final deadline for registration, modification, or cancellation of **January 7, 2020 at 5PM**. All lodging fees need to be submitted by this date and are NON-REFUNDABLE. Payment accepted for lodging fees via check/money order or NM MESA Paypal account.

## GENERAL AGENDA:

### Tuesday, January 21, 2020:

- 11:00-11:30 Advisor Registration  
11:30-12:45 Lunch-General Session A\*
- Welcome and Region/Staff Introductions
  - Statewide Event Summary
  - MESA Day/MESA USA 2019 Handbook Overview
- 1:00-2:00 Breakout Session 1  
2:15-3:15 Breakout Session 2  
3:30-4:30 Breakout Session 3  
4:30-5:30 Partner Open House-Snack Break\*  
4:30-5:00 Partner Workshop Session  
5:30 Dismissal (Dinner on Own)

### Wednesday, January 22, 2020:

- 7:30-8:30 Day 2 Sign In and Breakfast\*  
8:30-9:30 General Session B-Teacher Best Practice Panel  
9:45-10:45 Breakout Session 4  
11:00-12:00 Breakout Session 5  
12:00-12:30 Hotel Check Out-Lunch Pick Up  
12:30-2:00 Regional Breakout Meetings-Box Lunch\*  
2:00 Advisor Dismissal  
2:30-5:00 Staff Meeting  
5:30 Staff Dinner-Meeting Wrap Up

\*-Meal/Food Provided

***Any Additional Questions on any Information in this Memo Please Contact Anita Gonzales:  
(505) 454-3027 or [anita@nmmesa.org](mailto:anita@nmmesa.org)***