

Dear Teachers:

Thank you for registering your students for the 12th annual Hispanic Educational Summit that will take place on Friday, March 25, 2011 at the McKimmon Center located at 1101 Gorman Street in Raleigh, NC. The North Carolina Society of Hispanic Professionals appreciates your support! We realize that this would not be possible without your help and encouragement.

In order to make sure that your students get the most out of this experience we ask that you follow the following guidelines:

BEFORE THE SUMMIT

- Discuss the **Speaker Presentation Schedule** [attached to this e-mail or found online (in English and Spanish)] for the Summit 2011 with your students. This will allow you to plan in advance which sessions they would like to attend after the opening ceremony. In addition to the **Speaker Presentation Schedule**, you will find a brief description of each session online and details of the conference at <http://www.thencshp.org/programs/summit2010/glance.shtml>

THE DAY OF THE SUMMIT

- When you arrive, you will need to go to the registration table for your county and sign in. While you register, your students should be waiting for you in the lobby away from the tables so that it does not get crowded. Get all nametags and other materials to distribute to your students at the **summit registration tables**. The nametags will be color coded by grade level. They will allow our volunteers to keep tabs on your students at all times. **Please register and distribute nametags to your students before the opening ceremony schedule to start at 8:00 AM.**
- At registration you will receive punch cards for your students to document their attendance at the sessions/exhibit hall throughout the day. These punch cards will be turned before the Closing Ceremony for a chance to win a computer.
- Check out all **translation equipment** needed first thing in the morning and return it promptly before leaving. The AM and PM keynote sessions will be interpreted. You will need to bring an ID with you, which will be held until the equipment has been returned.
- The **speakers' evaluation form** should be completed by your students at the end of each session, and turned in at the end of the Summit, along with the **conference evaluation form**. There will be two different bins for the forms at the registration table.
- Please discuss **appropriate conduct** with your students and ask that they stay on their best behavior at all times.
- All students must attend the sessions and refrain from wandering the halls, loitering, or "visiting" with a boyfriend or girlfriend. While we are glad that students are able to meet students from other counties, **the Summit is an educational event** more than

a social one.

- **Remain with your students throughout lunch** in order to foster good behavior. They should be sure to sit at the front (farthest from the door) first, and then fill in the back.
- **Monitor all of your students** throughout the day and that you remain with them as much as possible.
- Ask your students to observe and respect **school dress codes**. No hats, bandanas, gang clothing, short skirts or shorts, midriff-bearing clothing, etc.
- Ask your students to also observe and respect a **no cell phone policy**. We want the students to gain as much as they can from all aspects of the Summit and not to get distracted by their cell phones.

Directions to the Summit can be found online at
<http://www.thencshp.org/programs/summit2010/location.shtml>

Please call us at (919) 467-8424 or e-mail us at mailbox@thencshp.org if you have any questions or comments.

Thank you again for your support. We hope you and your students enjoy the Summit!

2011 Summit Planning Committee
North Carolina Society of Hispanic Professionals
"Promoting Education among Hispanic Youth"