****

**Conference and Meeting Announcement**

Please complete the information below. You can

1. Send by email to [affsec@ncte.org](mailto:affsec@ncte.org); or
2. Print and mail completed form to: Division of Affiliate Services, NCTE, 1111 W. Kenyon Road, Urbana, Illinois 61801-1096; or
3. Print and fax completed form to 217-278-3761.

If you have questions, please send an email to [affsec@ncte.org](mailto:affsec@ncte.org).

**Person Submitting Information**

Name:

Address:

Phone:

E-mail:

Full Name of Affiliate:

**Meeting Information**

Dates of Meeting:

Location (include hotel/school/college, as well as city and state):

Theme:

Contact Person:

Phone:

E-mail:

Website:

PLEASE SHARE THE FOLLOWING INFORMATION ABOUT OUR MEETING ON THE NCTE

WEBSITE, *INBOX NEWSLETTER,* and through NCTE SOCIAL MEDIA CHANNELS.

For information on NCTE’s Cosponsored Speakers Program, please visit <http://www.ncte.org/affiliates/cosponsored>

For information on NCTE’s Affiliate Exhibit Kit, please visit <http://www2.ncte.org/groups/affiliates/affiliate-resources/>