

Special Education Convention & Expo

Orlando | January 16-19



JUSTIFICATION TOOLKIT

www.ceconvention.org



Join us...

“It was like visiting a planet called *Special Education!*”

At CEC 2022 the focus will be on special educators with a single goal: making a difference for children with exceptionalities. Whatever your role—general or special education teacher, district administrator, principal, teacher educator, researcher, or paraprofessional—you can drive educator and student success by attending CEC 2022.

Use this Justification Toolkit to help make your case for support of travel, funding, and time off to attend CEC 2022.

Attending the CEC 2022 Convention & Expo will allow you to:

- Keep your fingers on the pulse of trends, hot topics, current research, and emerging practices in special education.
- Engage with and learn from leading special education experts and peers to help make your practice better.
- Get great ideas and effective strategies to use in your classroom as you connect with educators practicing in different settings from around the world.

Note: Have ongoing access to incredible sessions and resources because you'll be automatically registered for the 2022 Virtual Convention when you register to attend in Orlando at no additional cost!

Design your own experience and earn up to 22 professional development hours (PDHs) by choosing from nearly 300 sessions covering these topics:

- Accountability Systems (IDEA/ESSA) for Children and Youth with Disabilities
- Administration/Supervision
- Arts in Special Education
- Assessment
- Autism Spectrum Disorder / Intellectual Disabilities
- Career Development/Transition
- Collaboration and Inclusive Practices
- Communicative Disabilities and Deafness
- Cultural and/or Linguistic Diversity
- Early Childhood and Early Intervention
- Emotional and Behavioral Disorders
- Gifted and Talented
- International Programs/Services
- Learning Disabilities
- Maltreatment

- Measuring Special Education Teacher Effectiveness
- Multi-Tiered System of Support (MTSS)
- Parent/Family/School Partnerships
- Personnel Preparation
- Physical/Health/Multiple Disabilities
- Pioneers/Historical Perspectives
- Public Policy
- Research
- Starting the Teaching Career
- STEM
- Technology in Special Education and Early Intervention
- Visual Impairments and Deafblindness

AND get access to hundreds more sessions, workshops and resources after the event because you will receive registration to the 2022 Virtual Convention for FREE.

Registration Information

- CEC 2022 offers multiple registration options to fit anyone's budget. You will have access to the best professional development event of the year, in whatever way works for you.
- The 2022 CEC Convention will be a hybrid format, with both in-person programming and virtual program components. You have the option of registering for the full convention (full in-person and virtual event access) or just the virtual component of the convention (access to virtual program content only).

In-person + Virtual Registration: Jan. 16 – 19 & Feb. 1 – 4
Registration for the in-person event in Orlando includes:

- Access to all sessions presented in Orlando
- Live keynote sessions
- Live networking and social events
- Option to add on any or all the following (additional registration rates apply): Convention workshops on Sunday, Jan. 13
 - 100th Anniversary Bash ticket
 - 100th Anniversary Luncheon ticket
- Automatic registration for the virtual event included (read more below)

Virtual Registration: Feb. 1 – 4
Registration for the virtual component of the convention includes:

- Access to over 300 on-demand sessions during the virtual convention dates and continued access for 4 months (access all virtual convention sessions February to May 2021)
- Keynote and general sessions airing pre-recorded from Orlando
- Live “lounges” and social events
- Option to add on the following (additional registration rates apply):
- Convention workshops presented in real-time and access to the recording included

Register early for the biggest savings! The Best Rate and Advance registration options offer great value, especially for CEC members: four days of training as low as \$100 a day! Another money-saving options is our Single-day registration. The headquarters hotel, the Marriott World Center, will host all convention events including sessions, meetings, and the expo hall.

Visit <https://ceconvention.org/registration> for more information on registration options.

Hotel Information

CEC has negotiated great hotel rates in Orlando! The headquarters hotel, the Marriott World Center, will host all convention events including sessions, meetings, and the expo hall. [Housing is NOW OPEN](#) so book your room today!

Looking for further savings? Check out [room share possibilities](#) with fellow attendees.

Calculate your cost to attend

Use the table below to estimate your investment for attending the convention.

Expense	Considerations	Cost
Convention Registration	<ul style="list-style-type: none"> • Are you a CEC member? • What registration option works for you? • Do you want to add a full- or halfday Optional Workshop? 	\$
Travel	<ul style="list-style-type: none"> • How are you traveling to the convention: car, plane, train? • Estimate using a travel service. • Consider your ground transportation while in 2UODQGR. The headquarters hotel, the Marriott World Center, will host all convention events including sessions, meetings, and the expo hall. 	\$

Lodging	<ul style="list-style-type: none"> • CEC has negotiated travel discounts and secured reduced-rate hotel rooms to make your stay affordable. 	\$
Food	<ul style="list-style-type: none"> • How many meals will you need? • Do you have a food per diem? 	\$
Total		\$

Writing a Justification Letter

We're here to help you get support from your principal or administrator to attend CEC 2022 in Orlando. You can customize the following draft "justification letter" to make the case for your attendance. Please visit the [CEC 2022 Convention & Expo website](#) for more information.

Some things to remember to support your request...

- **Emphasize impact.** Attending CEC2022 will benefit you as an educator, the students you serve, your colleagues, and ultimately your school. Talk about the new ideas and strategies you will discover that are based on solid research and academia.
- **Highlight the savings.** Your school or district can save money while investing in professional development for individual teachers or entire teams. **BEST RATE** savings are in effect through **October 14, 2021**.
- **Explain the value.** In addition to all of the value of attending the in-person programming at CEC 2022, you will also **have access to all of the on-demand virtual convention content, sessions, resources and networking opportunities through May, 2021!**
- **Stress the connection.** Make sure you explain that your attendance will help you meet knowledge requirements of your school or state. You can **earn up to 22 PDHs** over four days (three days with possible six hours + one day with five hours).
- You can direct your own learning and design the program that meets your specific needs—and enrich your colleagues' knowledge as well.
- Highlight the opportunity to learn firsthand by engaging directly with experts and peers delivering the [Optional Workshops](#) presentation/materials. They are a great way to enhance your professional development at the convention—**please note that additional fees are required.**
- [Download a sample Justification Letter](#) you can personalize and use.

Sample Justification Letter

Dear

At the Council for Exceptional Children Special Education Convention & Expo (CEC2022), educators at all levels will be brought together to enhance their professional skills, knowledge, and careers. I would like to attend this event happening January 16-19, 2022, in Orlando, to learn best practices and skills to provide a highquality education for each one of my students.

By attending CEC 2022, I will gain valuable strategies, research and professional connections that I will be able to utilize as soon as I get back to my classroom. I'll also be able to select sessions that best inform and support my work while making connections with and learning from the experiences of other educators throughout the convention.

By registering for CEC 2022, I will also receive registration (for FREE) to the virtual convention, allowing me to access hundreds of on-demand sessions and receive support for 6 months after the convention in Orlando.

CEC 2022 Convention & Expo provides opportunities for me to:

- Attend sessions focused on the critical knowledge and skills that I need to help
- my students succeed inside and outside of the classroom.
- Engage with other special educators with whom I can exchange ideas, skills,
- resources, and practices.
- Earn up to 22 hours of professional development hours.

To meet my professional development goals, I am seeking approval for the registration fees, travel and lodging expenses, and food expenses during the convention. The detailed cost breakdown is listed below.

Convention Registration:

Travel:

Lodging:

Food:

Total estimated convention cost:

My participation in the convention will complement our school's objective of continual professional development and I plan to return with resources to share what I've learned with our teachers.

Thank you in advance for your consideration.

Sincerely,