



**The Summer Literacy Institute
at Longwood University**

July 9, 2009

Dear Summer Literacy Institute Participant;

We would like to welcome you to the Summer Literacy Institute at Longwood University. We are looking forward to two great days of presentations, ideas, food, lots of books, and an opportunity to network with colleagues across the region!

Schedule

This letter is to provide you with some information about the schedule. Both days begin and end in the Lee Grand Dining Hall, which is on the main floor of the **Dorrill Dining Hall**. Registration will be on Thursday morning from 8:00 – 9:00 in the Dorrell Dining Hall Lobby. A continental breakfast will be available within the dining hall as well. The opening will begin promptly at 9:00, please leave enough time to register, get some breakfast, and find a seat before the presentations begin. We have nearly 200 attendees this year!! All concurrent sessions (there will be one on Thursday and three on Friday morning) will be held in the Hiner building, just a short walk down Brock Commons from the Dining Hall. You may want to dress in layers, sometimes rooms are too warm and other times too cold. Water will be supplied in the Hiner Lobby during all the breaks for your convenience. A copy of the schedule is included at the end of this letter.

Vendors

This year, our vendors will have their items on display in the Lee Grand and Annex adjacent to the Lee Grand all day Thursday and Friday making it easy for you to shop during breaks and meals. While some of the vendors accept credit cards, you may want to bring checks and/or cash for book purchases, just in case. Vendors this year include Bedford Falls Book Fair, Scholastic, Bookworm, Delaney, jewelry, & Barnes & Noble with Longwood items. We have many authors attending and signing their books and these books will be available for purchase as well. An additional flier is attached to this email.

Parking

Parking for the Institute is in the **Wheeler** lot and will be marked with Conference Parking. Please note that if you park anywhere other than Conference Parking areas (designated by blue signs) you will more than likely get a ticket and may be towed. I have attached a map to this email-just follow the yellow path. If you wish to drop off people riding with you directly at the Dorrell Dining Hall, turn off of Main Street onto Redford Street (across from McDonalds) and pull in just before the parking garage entrance. Enter the building through the glass doors there, and the Lee Grand Dining Hall is upstairs. There is an elevator. For those who requested handicap parking, you can park in any handicap marked space. You should find some in the Jarman lot, located between buildings 19 and 20. You must display your handicap tag.

Should you require additional directions, copy and paste this URL into your web browser for a link to the virtual tour of campus: <http://www.whylongwood.com/virtualtour/index.htm>

Special Needs

Please call Darlene Bratcher or Freddie Adcock in our Conferences & Scheduling office before Tuesday, July 15 if you have handicapped parking needs or food allergies and did not indicate them on your registration form (if you put them on the form, we have addressed them). The number is 434-395-2022. There will be a selection of items for lunch that should suit most diets, but if you have severe allergies to any food, it is helpful for us to know ahead of time.

Registration Packet

If you signed up for the Richard Peck Banquet, you will find a ticket for that in your registration packet that you pick up Thursday when you register. Receipts for everyone who paid for the institute with their registration (this does not include purchase orders) were emailed to you with your preliminary confirmation email. If you still require a receipt, there will be a sign up sheet at the registration table and one will be provided on Friday. At the end of the day Friday, you will receive a certificate of attendance for 12 hours of professional development that can be used towards recertification points.

Housing

For those of you who will be staying on campus Wednesday and/or Thursday night at the Wheeler Residence Hall (building #17) you are in for a great time! There's nothing like revisiting those college years. The rooms are air conditioned and sometimes difficult to regulate so they may be more cool or warm than you are used to at home. If you did not request a blanket and pillow, please remember to bring your own. If you tend to be cold, you may want to bring an extra blanket.

If you are arriving Wednesday, you can check in at the Student Union in Room 225 (building #30). Since another conference group is leaving just before you arrive on Wednesday, rooms may not be available before 7:00 p.m. but you can check in and get your key anytime between 6:00 and 9:00. If you need to arrive later or have any questions when checking in the number for the summer conference office is 434.395.2552 and they are there until 12:00 p.m.

If you are spending just **Thursday night**, you can check in during registration on Thursday morning right in Dorrill Dining Hall after you pick up your institute registration materials.

Emergency Contact Numbers

On Thursday or Friday, if you need to contact someone, you may call us at the following cell phone numbers:

Darlene Bratcher: 434.547.7018 (director, conferences & scheduling)

Dr. Jeannine Perry: 440.759.5366

Dr. Audrey Church 434-547-6833

We are looking forward to seeing you on Thursday!!

Sincerely,

Jeannine Perry, Audrey Church, Gretchen Braun, Frances Reeve, & Cindy Schmidt

Schedule on page 3...

Schedule

| Thursday July 16 | | Location |
|-------------------------|---|--|
| 8:00-9:00 | Registration & Continental Breakfast | Lee Grand at Dorrill Dining Hall |
| 9:00-10:30 | Welcome & Keynote with Ann Martin | Lee Grand at Dorrill Dining Hall We will begin at 9:00, please arrive in time |
| 10:30-10:45 | Break & Vendors | Lee Grand at Dorrill Dining Hall |
| 10:45-11:45 | Concurrent Session I | Hiner Building |
| 11:45-1:00 | Lunch & Vendors | Lee Grand at Dorrill Dining Hall |
| 1:00-3:30 | Workshop with Richard Peck | Lee Grand at Dorrill Dining Hall |
| 3:30-4:14 | Book Signing | Nance Room Ground Floor Dorrill |
| 3:30 – 5:00 | Break/ Dining Hall Set Up | NOT in the Dining Hall |
| 5:00-7:00 | Banquet with Richard Peck | Lee Grand at Dorrill Dining Hall |
| 7:00 – 8:00 | Book Signing | Dorrill Dining Hall Lobby |
| Friday July 17 | | |
| 7:45-8:30 | Continental Breakfast | Lee Grand at Dorrill Dining Hall |
| 8:30-9:30 | Concurrent Session II | Hiner Building |
| 9:30-9:45 | Break | Hiner — <i>water available in lobby</i> |
| 9:45-10:45 | Concurrent Session III | Hiner Building |
| 10:45-11:00 | Break | Hiner — <i>water available in lobby</i> |
| 11:00-12:00 | Concurrent Session IV | Hiner Building |
| 12:00-1:30 | Lunch & Vendors Book Signing | Lee Grand at Dorrill Dining Hall |
| 1:30-3:30 | Motivational Workshop with Kim Johnson | Lee Grand at Dorrill Dining Hall |
| 3:30-4:00 | Closing Remarks/Door Prizes/ Attendance certificates given | Lee Grand at Dorrill Dining Hall |
| 4:00 – 5:00 | Vendors & Book Signing | Lee Grand at Dorrill Dining Hall |