

## Testimonials

### What past participants say about the NESDEC conference:

*For the past four years, at least two different representatives from our district have attended the conference. We have always learned something new and extremely helpful. I have found that seeing how other districts handle certain situations is incredibly beneficial.*

Diane Abbott  
Registrar (former School Secretary)  
Shrewsbury, MA Public Schools

*This conference allows you the opportunity to reach out to other colleagues and learn together, get recharged, and then take all this knowledge back to the office. The range of topics covered, the quality of the speakers, and this highly efficient organization makes it a valuable and terrific experience.*

Gail Macera  
Executive Assistant to the Superintendent  
Cranston, RI Public Schools

*Designed Specifically for  
School Office Professionals,  
Secretaries and Administrative Assistants*



**NESDEC**  
28 Lord Road  
Marlborough, MA 01752  
www.nesdec.org

The logo for NESDEC, featuring the word "NESDEC" in a bold, italicized, sans-serif font with a horizontal line underneath.

*New England School Development Council*

**Join us**

**5th Annual  
School Office Professionals  
Conference**

**Thursday, April 29, 2010**

**Doubletree Hotel, Westborough, MA**

**New England School Development Council**  
**5<sup>th</sup> Annual School Office Professionals Conference**  
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**Important and timely sessions:**

***Making More Powerful Choices: Reframing and Managing Difficult Life and Work Challenges***

**Judy Ringer, Owner, Power & Presence Training**

Learn how to reframe and manage difficult life and work challenges by increasing awareness, choice, and power to change ingrained habits and reactions. Understand what it means to be centered, and acquire the ability to choose the centered state. Choose to move from reactivity to response when the pressure is on.

***Working with Special Education Students and Their Parents***

**Jane M. Hardin, Assistant Professor**

**Practicum Supervisor/Program Director, Simmons College, Special Education**

Office professionals are often the first responders for students with disabilities and their parents. An overview of different disabilities will be given and how you can be instrumental in creating positive outcomes for your school or district.

***Time Management: Increasing Your Capacity to Do What Matters the Most***

**Rosemary Meehan Tator, Principal Partner, 2beffective™ LLC**

Make better, faster decisions based on your priorities and cut through the clutter; lose that nagging sensation that somehow you're forgetting something important. You will engage in a series of exercises and discussions for adapting best practices around time management.

***Introduction to NESDEC Webcast Series***

NESDEC will also be **introducing our new webcast series** on Microsoft Word, Excel, PowerPoint, and Windows designed for office professionals and available free to our affiliates.

**Important Details:**

**Conference Date:** Thursday, April 29, 2010

**Time:** 8:00 am Registration/Continental Breakfast  
8:30 am – 3:00 pm (lunch is included)

**Location:** Doubletree Hotel, 5400 Computer Drive  
Westborough, MA (1/2 mile from Route 495)  
Directions at [www.nesdec.org](http://www.nesdec.org)

**Cost:** **EARLY BIRD REGISTRATION**  
**\$95.00 per person if you register by March 31, 2010**  
\$125.00 per person after March 31, 2010  
Registration Deadline: April 15, 2010

**Payment:** Registration form and payment required to confirm reservation

**Special Services:** Please contact NESDEC if you require special accommodations or dietary needs.

If you have any questions, please contact New England School Development Council (NESDEC), 28 Lord Road, Marlborough, MA 01752  
tel: 508-481-9444 fax: 508-481-5655 [www.nesdec.org](http://www.nesdec.org)

**NESDEC School Office Professionals Conference Registration Form**  
Fee: \$95 per person if you register by March 31, 2010 (registration includes breakfast and lunch)  
**\$125.00** per person after March 31, 2010

**Register • online at [www.nesdec.org](http://www.nesdec.org) • by fax at 508-481-5655 • by mail to 28 Lord Road, Marlborough, MA 01752**

Name: \_\_\_\_\_ Your Position: \_\_\_\_\_  
District Name: \_\_\_\_\_ School Name: \_\_\_\_\_  
Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_  
Day Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_  
Email: \_\_\_\_\_  
Amount Enclosed \$ \_\_\_\_\_ Form of Payment: Check # \_\_\_\_\_ PO # \_\_\_\_\_  
Credit Card: MC \_\_\_\_\_ VISA \_\_\_\_\_ Exp. Date: \_\_\_\_\_ Account # \_\_\_\_\_

**EARLY BIRD REGISTRATION DEADLINE: MARCH 31, 2010**      **REGULAR REGISTRATION DEADLINE: APRIL 15, 2010**  
Payment is due with registration. Please make checks payable to NESDEC. Cancellations must be received in writing at least 3 business days in advance of the event. A \$50 cancellation fee will be charged after that time.