



Pre-Conference Workshop PCACAC Equity Collaborative

April, 22-23, 2017

Location, Registration & Fees

PCACAC invites you to join us for the Potomac and Chesapeake Admission Counselors Equity Collaborative

PCACAC Equity Collaborative is an interactive preconference workshop for the discussion of diversity, equity, and inclusive practices in college admission and counseling. Here counselors and college admission officers will come together to engage in conversations that build multicultural literacy and will share best practices for advancing our profession, specifically focusing on issues that affect historically underserved and marginalized communities. Discussions at the PCACAC Equity Collaborative workshop are relevant for all members of the college admission community.

PCACAC Equity Collaborative is designed to promote change and growth in the college admission profession using open and supportive conversation. Participants will walk away with increased knowledge, experiences, resources, and strategies to develop and implement diversity initiatives within their respective organizations. Perhaps most importantly, participants will reflect upon and strengthen their personal identities, ultimately supporting their students and families as they navigate higher education and the many opportunities within.

DATES AND TIMES

Saturday, April 22nd, 2:00 PM to 5:00 PM
Sunday, April 23rd, 10:00 AM – 2:00 PM

LOCATION

The College of William & Mary
Office of Undergraduate Admissions
116 Jamestown Road
Williamsburg, VA

IMPORTANT - PREPARATION FOR WORKSHOP

To facilitate worthwhile discussions during the workshop, participants will be provided with a packet of reading material that they will be expected to complete prior to arrival. [“We Can’t Teach What We Don’t Know”](#) by Gary R. Howard is an example of the type of reading that may be included. The full reading list will be provided in early April. Look for further email correspondence from Chris Miller at cmiller@glenelg.org and info@pcacac.org for details.

LODGING

Lodging is the responsibility of each workshop participant. [Kingsmill Resort](#) (PCACAC Conference location) offers discounted guestroom rates for conference and pre-conference attendees. Discount rates are indicated in the fee schedule at the end of this document. Call 800-832-5665 for resort reservations. Discount code: PCACAC Conference

REGISTRATION

Registration for the pre-conference workshop closes March 24, 2017. *Early registration is advised as space is limited to 40 registrants.* A record of registrations beyond the initial 40 will serve as a **waitlist** in the event of cancellations. To register, complete the [2017 Conference Registration Form](#) and locate under **REGISTRATION POLICIES AND PREFERENCES** the *three* PCACEC Pre-Conference options: 1) Pre-Conference & Conference Package; 2) Pre-Conference Only; or 3) Pre-Conference Institutional Attendance for two more co-workers. Check the option that works best for you or your institution. The institutional option is designed to encourage coworkers to attend the workshop as the most successful work in equity and diversity is accomplished together. Contact the Executive Assistant, Annie Hilten at info@pcacac.org for more information regarding the discount available for institutional members for the pre-conference workshop only.

PCACAC members automatically receive a discount toward their registration upon logging into the registration form. Member discounts are reflected in the fee schedule below. **One-day registration for the workshop is not available.** If you are not currently a member and would like to enjoy the benefits membership has to offer, please visit the *Membership Information* section on our Home page at www.pcacac.org and click on [Join](#) or [Renew](#). If you are a new member, please give us 24-48 hours to validate your membership before registering, or call us right away at 434-989-7557.

PAYMENT POLICY

All registration fees must be paid in full by the start of the workshops. *Please remember, we do not offer on-site registration.* Payments are accepted upon completion of the *Conference Registration Form* during the online registration process either by credit card or by selecting the "Send Check" option. **NOTE:** If selecting the "Send Check" option, your check must be received by **April 10, 2017.** *For either payment method, once registration has been completed an Invoice/Receipt will be delivered by email to the registrant at the email address provided. This email serves as the invoice for any unpaid registration fees and payment should be mailed to PCACAC as soon as possible.*

Please make checks payable to **PCACAC** and mail to: PCACAC
Attn: PCACAC Equity Collaborative Workshop Registration
PO Box 8308
Charlottesville, VA 22906

REFUND POLICY

To process a refund, requests must be emailed to info@pcacac.org no later than April 8, 2017. A \$20 processing fee will be applied. Refunds are not given in the event of non-participation.

WAITLIST

This program is limited to 40 participants. Workshop registrations over 40 will be placed on a waitlist and, if space becomes available, registrants will be contacted no later April 8, 2017.

QUESTIONS?

Directions, parking information, and final details will be emailed to you approximately one week before the workshop. In the meantime, if you have questions, we are happy to help:

PCACAC Equity Collaborative Pre-Conference Workshop: Chris Miller, cmiller@glenelg.org
Conference Chair: Rosemary Martin, rmarti2@umd.edu
Registration & Lodging: Annie Hilten, PCACAC Executive Assistant, info@pcacac.org, 434-989-7557

PCACAC Equity Collaborative Pre-Conference Workshop Fee Schedule & Kingsmill Resort

Registration includes workshop, beverage service and snacks, Sunday continental breakfast and lunch. Lodging and Saturday night dinner is separate and the responsibility of participants. Kingsmill Resort invites participants to reserve guestrooms with the same discounted rates as the PCACAC Conference. See the Kingsmill discounted room rates below and reservation information.

Please note:

- A discount is available for institutions if two or more representatives (coworkers) register for the workshop. Email info@pcacac.org for more information.
- Attendees will have the option to join facilitators and other workshop attendees for a group dinner Saturday evening.
- 1-day registration is **not available**.

Pre-Conference Workshop fees are:

	Registration Fees MEMBER	Registration Fees NON-MEMBER
2-Day Workshop Only (Saturday & Sunday, April 22-23, 2017)	\$90	\$125
Attend 52 nd PCACAC Conference & Pre-Conference Workshop for one price.	\$290	\$350
Kingsmill Guestroom Nightly Rate (PCACAC Conference)*		\$139

*This rate is subject to State and local taxes. The first night's stay will be charged upon reservation.