

Georgia State University is the Professional Learning Unit (PLU) administrator for the 2009 GMEA In-Service Conference in Savannah, January 29-31, 2009.

To obtain PLUs, you must either register in advance (preferred method), or at conference. Registration and sign-in are required between the hours of 9:00 a.m. and 3:00 p.m. on Thursday. There is no sign-out.

The conference sessions, concerts, or division meetings that you attend are entirely up to you. It is expected that you will put in 20 hours at conference events in order to earn your two (2) PLUs.

Please read the procedures below:

PRE-CONFERENCE Registration Instructions: *(Preferred Method)*

1. Complete the PLU Registration/Local Agency Approval Form, and **mail before Friday, December 5, 2008** with payment of \$25.00 (checks payable to GSU-CMP or pay by Visa or MasterCard), to:

Georgia State University School of Music
Attn: Community Music Programs
P.O. Box 4097
Atlanta, GA 30302-4097

If you do not include payment you are not pre-registered and your form will be returned to you via U. S. Mail. Please do not send purchase orders. The registration form will serve as an invoice. You will receive confirmation of registration by email. If you do not receive a confirmation email, we have not received your registration.

After a postmark of December 5, 2008 the registration fee is \$30.00. Postmark deadline to pre-register is January 7, 2009.

2. Check-in at the PLU registration desk, using the PRE-REGISTERED line. The PLU registration desk will be open from 9:00 a.m. until 3:00 p.m. on Thursday, January 29, 2009. **If you do not check in at the PLU desk between 9:00 a.m. and 3:00 p.m. on Thursday you will not receive credits.** Please note that this desk is separate from the GMEA registration area.
3. PLU Verification Forms will be available for pick-up for those who registered for PLU credits prior to arriving at conference on Saturday, January 31 between 8:30 AM and 10:30 AM at the PLU registration desk. Forms not picked up will be mailed by April 1, 2009. *There is no sign-out required.*
4. When you receive your PLU Verification Form, make a copy of the form for your personal files and then turn the original into your district's Staff Development Office.

AT-CONFERENCE Registration Instructions:

1. Come to the PLU Registration Desk, using the AT-CONFERENCE REGISTRATION line. The PLU registration desk will only be open from 9:00 a.m. until 3:00 p.m. on Thursday, January 29, 2009. **If you do not register between 9:00 a.m. and 3:00 p.m. on Thursday you will not receive credits.** Please note that this desk is separate from the GMEA registration area.
2. Bring a completed PLU Registration Form/Local Agency Approval Form, or complete the form on-site.
3. Make a payment of \$30.00 dollars. Make checks payable to "GSU-CMP" or use Visa or MasterCard. If you pay by credit card you must have the card with you to pay.
4. Your PLU Verification Forms will be mailed by April 1, 2009. The form will have a space for Local Agency Approval. Have the form signed by a supervisor or staff development officer in your district, make a copy for your files, and then submit to your district's Staff Development Office for processing.

ALL REGISTRATIONS

The fee is for processing your information. Once your registration form is processed, there are no refunds. Your PLU Verification Form will also serve as your receipt.

You are responsible for providing a complete, correct and legible address on your registration form. Failure to do so could result in additional fees.

Once you receive your PLU Verification Form, if it is lost or misplaced, you can request a duplicate copy by sending a request to muscmp@langate.gsu.edu. You will be emailed a form that is required to process duplicate forms. Please note there is a \$5.00 replacement fee per form.

See www.gmea.org or www.cmp.music.gsu.edu for more information regarding PLUs at the Savannah Conference. If you have questions regarding PLUs that these sites do not answer, please call Georgia State University's Community Music Programs at 404.413.5902. We look forward to seeing you in Savannah.

Warmest regards,

Sandy Smith
Head, Community Music Programs

PLU Pre-Registration & Local Agency Approval Form
GMEA In-Service Conference 2009

PLU Agency: School of Music, Georgia State University
PLU Credit(s): 2
Dates/Time: January 29 – 31, 2009

DOE Course #: 67A58A-3DC6
Location: Savannah, GA

Please Print LEGIBLY

Participant's Name _____

E-mail Address _____

Home Address _____
Street City State Zip

Home Phone (_____) _____ Work Phone (_____) _____

School System _____ General Music Strings Band Choral
Check all that apply

School Name _____

School Address _____
Street City State Zip

Payment Amount Enclosed: _____ (\$25.00 if postmarked by December 5, 2008. \$30.00 anytime after December 5, 2008.)

Payment Method: Check (*Payable to: GSU – CMP*) Visa MasterCard

Card No. _____ Exp. _____ *Security Code _____
** Three digit code on back of card.*

Signature: _____

Credit Card Billing Address: _____
Street City State Zip

Return this form with payment to: GEORGIA STATE UNIVERSITY - School of Music
Attn: Community Music Programs
P.O. Box 4097
Atlanta, GA 30302-4097

Registrations paid by credit card may be faxed to 404-413-5962.

Do not include your GMEA conference registration with this PLU registration.

LOCAL EDUCATION AGENCY APPROVAL

(complete only if required by your district – should be filled out by appropriate district official)

Professional Development Objectives: Conference sessions are designed to address professional development objectives specific to music educators of all disciplines. Sample objectives are on file with the State Department of Education.

Competencies: Conference sessions are designed to address competencies appropriate to music educators in general, as well as discipline-specific competencies. Sample competencies are on file with the State Department of Education.

Name and title of local school officer: *Please Print* _____

Signature of School Officer: _____ **Phone** _____

The fee is for processing your information. Once your registration is processed, there are no refunds.

Postmark deadline to use this form and pre-register is January 7, 2009.