



## MEMORANDUM

California School Boards Association

DATE: June 12, 2018  
TO: Members of the CSBA Delegate Assembly and Delegates' District or COE Office board's assistant  
FROM: Dollye Breshears, Sr. Director, Executive Office  
RE: Nov. 28 -29, 2018 CSBA's 2018 Delegate Assembly Meeting & Annual Education Conference

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Recently, an email was sent to you and your board's executive assistant from CSBA's registration and housing bureau. It provided instructions on how to register for housing at the San Francisco Marriott Marquis headquarter hotel for the upcoming Delegate Assembly (DA) meeting (November 28-29) and Annual Education Conference (November 29 – December 1). Below please find additional information, as well as the preliminary and approximate meeting schedule, as of June 12:

### **Wednesday, November 28, 2018**

Regional Caucus Meetings	(may begin as early as 7:30 a.m.)
Registration Check in	7:30 a.m.
Delegate Assembly Convenes	10:00 a.m.
Delegate Assembly Luncheon*	12:30 p.m.
<i>* The Delegate Assembly luncheon is open to Delegates only and is a \$95 ticketed meal function event.</i>	
Delegate Assembly Reconvenes	2:00 p.m.
Reception*	6:00 - 7:00 p.m.
<i>* Passing of the Gavel &amp; Meet the Candidates Reception</i>	

### **Thursday, November 29, 2018**

Continental Breakfast	7:00 - 9:00 a.m.
Check out Voting Devices/Ballots	7:00 - 8:00 a.m.
Delegate Assembly Reconvenes	8:00 a.m.
Adjournment	11:30 a.m.

### **HOUSING RESERVATION DATES FOR DELEGATES**

As a CSBA Delegate, you are assured housing at the headquarter hotel, the San Francisco Marriott Marquis, if you **make your reservations beginning Tuesday, June 5 at 8 a.m. (PDT) through Friday, June 22 at 3 p.m. (PDT)**. After 3 p.m. on Friday, June 22, any remaining rooms in the Delegate block will be released and will be available on a first-come, first-served basis through Thursday, Nov. 8. The rate at the San Francisco Marriott Marquis is \$302 per night, plus applicable taxes and fees.

### **REGISTRATION FOR DELEGATE ASSEMBLY MEETING AND LUNCHEON**

The 2018 Delegate Assembly November meeting will be held at the San Francisco Marriott Marquis on **Wednesday, November 28 and Thursday, November 29**. We ask that you please register online; there is no fee for the Delegate Assembly meeting, but there is an optional meal event (\$95) fee for the Delegate Assembly luncheon. If you or your district or COE's board assistant have questions about online registration process, please contact our registration and housing bureau, [csba@experient-inc.com](mailto:csba@experient-inc.com) or 800-424-5249 between 8 a.m. and 3 p.m. (PDT). As always if you have any questions about the Delegate Assembly meeting, please contact our department.

We look forward to seeing you in San Francisco. Thank you.