

# CPS P.O. INSTRUCTIONS

## JOSÉ MEDINA

### BILITERACY INSTRUCTION IN DIVERSE EDUCATIONAL SETTINGS 2024 SCIRA SUMMER CONFERENCE

THURSDAY, JUNE 13TH 8:30 TO 3  
HOLIDAY INN SKOKIE

#### Early Bird Registration

SCIRA Member \$175

Non-Member \$225

#### Registration After April 30th

SCIRA member \$200

Non-Member \$250

### CPS P.O. INSTRUCTIONS

1. An administrator should email SCIRA at [scira123@gmail.com](mailto:scira123@gmail.com) for a CPS, school specific, PO registration promo code.
2. SCIRA will email the administrator a promo code to use for registration (unique for each CPS school).
3. The administrator should then email the promo code to each staff member who will be registering for the conference. Please note that SCIRA is unable to offer cancellations. Another staff member may come in a colleagues place if they are unable to attend.
4. Each staff member will need to register him or herself online using the promo code.
5. Once staff register online using the promo code SCIRA will generate and email an invoice.

**CPS Vendor #: 99566**