

POLICIES

Online Registration

- Participants must register online for workshops at www.witschicago.org by June 15, 2018. An email will be sent to confirm your registration. Only registered participants will be admitted to workshops. No walk-ins will be accepted.
- Awardees cannot change registration online. Please contact Daphne Robinson (daphner@witschicago.org or 708-943-7582) immediately if you are unable to attend a workshop or to make changes to your registration.
- Registration closes for a specific workshop when maximum capacity is reached. Register early to ensure your spot. Awardees may register for additional workshop hours if space permits after our initial registration period. An email will be sent letting you know if this is possible.
- Suggested grade bands are listed before each elective workshop description. Awardees may choose which grade bands and workshops are most relevant to the needs of their classroom, students, and school community. You may need to modify the workshop content to meet the needs of your specific classroom and students.

Workshop Attendance

- Workshops will begin on time. Facilities open 30 minutes prior to the start of the workshop. Please arrive at least 5 minutes prior to the start of your workshop. **Those who arrive 10 or more minutes late will not be admitted. No exceptions will be made.**
- Workshop credit hours will be only given for participation in the entire duration of the workshop. Credit hours for multiple-session workshops will be given only for participation in all required sessions.
- CPDUs are available for all workshops. Required Illinois State Board of Education forms will be provided after participants complete workshop evaluations for ISBE as well as for WITS.
- Children are not allowed in workshops as participants are expected to engage fully. WITS does not provide childcare. Children are not allowed in the Literacenter unsupervised.
- Awardees are not allowed to use their cellphones during workshops, except for emergency situations. Most workshops do not include scheduled breaks. Plan to bring snacks, a water bottle, a sweater, and note-taking materials to all workshops.

