



IDAHO COMMISSION FOR LIBRARIES

325 West State Street Boise, Idaho 83702 | ph. 208.334.2150 | 800.458.3271 | Fax: 208.334.4016
December 4, 2008

Dear [school librarian]:

We are excited you and your team are able to attend Critical Learning Skills for the 21st Century, March 8, 9, and 10, 2009, at the Hilton Garden Inn, Idaho Falls. The in-service is sponsored by the Idaho Commission for Libraries (ICFL) through the Institute of Museum and Library Services.

You'll find forms for each team member enclosed so our staff can get to work making local arrangements. (You can also find them at www.libraries.idaho.gov/schools.) Please collect the information from your team members and return it to us in the self-addressed, stamped envelope postmarked by Monday, December 15. Here's what is included:

1. A travel fact sheet
2. Graduate or undergraduate credit course syllabus (enrollment will be onsite)
3. Conference logistic forms for your team. We will reimburse each of you for your travel expenses (if you fly, keep your ticket and airport parking stubs) and meals not covered at the in-service (no need to keep meal receipts). Reimbursement forms will be provided at the in-service and you can expect payment within three week of submission. Your hotel rooms will be direct-billed to ICFL, including Saturday and/or Tuesday night if travel plans require it. Requests for pre-payment of airline tickets will be considered on an individual basis.

Sunday evening calls for business casual dress, and for the rest of the workshop, please dress comfortably. We will start promptly at 3 p.m. on Sunday with a presentation on skills needed in the workplace from Idaho National Laboratory Precollege Education Programs.

This event promises to be both entertaining and worthwhile. It wouldn't have been possible without fellow committee members, Teacher-Librarians Bill Rasmussen, Sherrilynn Bair, Cheryl Spalls, and Idaho State University Librarian Sandra Shropshire.

If you need more information, let us know or check www.libraries.idaho.gov/schools. We look forward to seeing you in March.

Sincerely,

Anne Abrams, Advocacy & Marketing
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enclosures

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