

From: Soura, Christian
To: Chris.Baucom@act.org <Chris.Baucom@act.org>
Date: 8/19/2012 10:24:38 PM
Subject: RE: Charleston logistics + admin training + communication toolkits

Yes, I'll be driving. Only need a room for Tuesday night. Thanks.

CLS

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From: Chris.Baucom@act.org [mailto:Chris.Baucom@act.org]
Sent: Friday, August 17, 2012 2:26 PM
To: Soura, Christian; pretulaks@sctechsystem.edu; rcothran@tctc.edu; dstout@ed.sc.gov; jyarborough@scommerce.com; airiel@scvrd.state.sc.us; psherlock@dew.sc.gov; ekovacs@dew.sc.gov; richter@myscma.com; cbosket@ed.sc.gov; kiblerm@sctechsystem.edu
Cc: Evatt, Katie
Subject: Fw: Charleston logistics + admin training + communication toolkits

Y'all --

I need to send in the rooming list to the Mills House soon. I presume you'll all be driving, but will you please let me know what nights you'll need a room?

Also -- Katie, will you remind me which night(s) you need a room?

See you soon!

Chris

----- Forwarded by Chris Baucom/ACTInc on 08/17/2012 02:23 PM -----

From: Chris Baucom/ACTInc
To: Chris Baucom/ACTInc@ACTINC
Cc: Debra Lyons/ACTInc@ACTINC, Lori Baldwin/ACTInc@ACTINC, Erina Green/ACTInc@ACTINC, Tom Lindsley/ACTInc@ACTINC
Date: 07/18/2012 09:31 AM
Subject: Charleston logistics + admin training + communication toolkits

Hi, all --

Hope your summer is going well. I wanted to touch base on a few items that should be of interest to you:

1. CWRC Academy logistics

We're very excited to be in historic Charleston, South Carolina for our final CWRC Academy session, scheduled for Sept. 18-20.

Please go ahead and call Shorts Travel at 877-503-0016 to make your flight arrangements. Feel free to come in the weekend before or stay the weekend after -- Charleston is lovely any time of year. I've asked shorts to be flexible with arrival and departure dates.

We'll be staying at:

Mills House Hotel
115 Meeting St.
Charleston, SC 29401
843-577-2400

I'll take care of your reservation for the evenings of Sept. 17, 18 and 19 (Monday, Tuesday and Wednesday nights), but if you wish to stay additional nights please contact the hotel to make those arrangements on your own.

Please let me know if you will be attending this session and what your arrival and departure times are so I can book hotel and ground transportation accordingly. Team SC, I presume you will all be driving.

We'll have more information regarding the agenda and ground transportation later, but please do make your flight arrangements with Shorts at your earliest convenience. Thanks!

2. WorkKeys administrator training

ACT's training staff deployed webinars, conference calls and new instructions to go along with all printed test materials and answer documents in order to collect county of residence and current workforce status at the time of assessment for both WKIV (WorkKeys internet version) and PNP (pencil-and-paper) assessments. Here's a quick summary of the number of WorkKeys administrators in each participating state who have participated in the training so far:

State	Total WK administrators trained
KY	27
MO	22
OR	2
SC	19

3. Communication toolkits

Finally, thanks for your feedback on the toolkit prototypes in Kansas City. We're in the process of assembling five kits per state and will get them in the mail on Friday. Stay tuned for them next week -- I'll be sending all five to the team leads.

Please let me know if you have questions about these or any other items. Looking forward to seeing you in September!

Chris

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