

**WORKSHOP FOR NEW ADMINISTRATORS OF  
CAREER AND TECHNICAL EDUCATION**

**CTE Resource Center  
2002 Bremono Road, Lower Level  
Richmond, Virginia  
July 23-25, 2002**

Name: \_\_\_\_\_

Division: \_\_\_\_\_ Title: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

- Please reserve a single room for me at the Sheraton Park West for Monday, **July 22**. (Payment is personal/local responsibility)
- Please reserve a single room for me at the Sheraton Park West for Tuesday, **July 23**. (Paid by DOE)
- Please reserve a single room for me at the Sheraton Park West for Wednesday, **July 24**. (Paid by DOE)
  - Smoking
  - Non-Smoking

Choose one for lunch on July 24, 2002:

- Turkey (w/provolone)
- Turkey (w/apple chutney)
- Tarragon Chicken Salad
- Ham (w/swiss)
- BLT
- ABC (Apples, Bacon, & Cheddar)
- California Club
- Tuna
- Tahini (spread w/veggies)
- Santa Fe (w/veggies & havarti cheese)

- I do not need lodging.

**Please return by June 30 to:**

**Susan Williams  
Office of Career and Technical Education Services  
Virginia Department of Education  
P.O. Box 2120  
Richmond, VA 23218-2120  
PHONE: 804/371-2924  
FAX: 804/371-2456**