



**NEOEA Day Open House**  
 Thursday, February 28, 2019  
 4:30 p.m.  
 NEOEA Conference Center

## THINKING OF PROPOSING AN NEOEA DAY PROGRAM?

NEOEA makes the process of designing and submitting an NEOEA Day workshop as easy as possible. We'll be holding an Open House to provide assistance for potential NEOEA Day program chairpersons.

On Thursday, February 28, join us for refreshments and an orientation session. We'll go over the RFP packet, provide suggestions on designing successful programs, and identify the following items:

- what our office does for NEOEA Day;
- what we can do to assist your programs;
- what we ask of our chairpersons.

We'll meet at the NEOEA Conference Center, 6001 Landerhaven Drive, Suite D, in Mayfield Heights (our new location; map available at [neoea.org/NEOEA\\_Office\\_Map.pdf](http://neoea.org/NEOEA_Office_Map.pdf)). Our presentation will be brief and informative, and you can stay for as much or as little of the open house period as your schedule permits. Please use the following form to reserve your place.

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### NEOEA Day Orientation, Thursday, February 28, 2019

Mail to: NEOEA, NEOEA Day Orientation, 6001 Landerhaven Drive, Suite D, Mayfield Heights, OH 44124-4190 OR email to: [desk@neoea.org](mailto:desk@neoea.org). Questions: Please call us at 216.518.0200 or 800.354.6794. For a Word-fillable form, go to [neoea.org/Orientation.rtf](http://neoea.org/Orientation.rtf).

**Reservations requested by Tuesday, February 26, 2019**

Name	
Organization	
Email	
Address	
City, State, ZIP	

NEOEA will not be sending confirmation notices for this event.

If you would like to confirm your reservation, please give us a call at 216.518.0200 or email Executive Assistant Linda Grunden, [desk@neoea.org](mailto:desk@neoea.org).