

SAMPLE 6 HOUR AGENDA

Your Organization's Name Here

Wrightslaw: Special Education Law and Advocacy

Peter W. D. Wright, Esq.

Schedule	Weekday, Date here and location	Time
9:00 - 10:30	IDEA IDEA History, Book Overview, US Supreme Ct Cases Section 1400 Findings, Purpose Section 1401 Definitions: Disability, Special Education, Related Services, LD, etc.	1.5
10:30-10:45	Break	.25
10:45 - 12:00	Section 1412 ESY, Child Find, LRE, Private Placements Understanding Tests and Measurements, and the Bell Curve, Standard Scores, Scale Scores, % ranks, Grade Equivalent, Age Equivalent Determining progress v. regression using Bar Graphs	1.25
12:00 - 1:00	Lunch	1.0
1:00 - 2:30	Section 1414 Evaluations and IEPs Section 1415 Due Process, Rules of Procedure, Discipline Section 504, ADA, FERPA, ESSA Episodic Conditions, Allergies, Epilepsy, etc. Recent Cases + OCR, USDOJ The Parent as the Special Ed Manager and Expert Developing the Master Plan Knowing the Rules of the Game Recognizing and Avoiding the Fatal Obstacles How to Deal with Conflict, a Healthy and Normal event Crisis, Emergency, Help Organization of the Child's File	1.5
2:30 - 2:45	Break	.25
2:45 - 4:00	Tactics and Strategies Rule of Adverse Assumptions Private Evaluations Paper Trails The Letter to the Stranger 5 Ws + H + E Preparation for Meetings Meeting Strategies	1.25
4:00 - 4:30	Questions and Answers	0.5

If you use the preceding Agenda in your program or for marketing, you may want to note that it is subject to change without notice in order to be current with developments in IDEA, ESSA, rulings from the Office of Civil Rights, U.S. Department of Justice cases and Supreme Court cases.

Often, during a program, based on discussions with the registrants, I might shift the Agenda around and insert a new topic, remove a topic, or change the sequence and timing of the Agenda.

I use *Wrightslaw: Special Education Law, 2ndEd.* and *Wrightslaw: From Emotions to Advocacy, 2ndEd.*, and *Wrightslaw: All About IEPs* as the primary coursebooks. The law book contains the complete text of the Individuals with Disabilities Education Act, the complete regulations, Section 504, FERPA, McKinney Vento, and the landmark U. S. Supreme Court cases.

The law book retails for \$29.95. The price of the “FETA” book is \$19.95. The IEP book is \$12.95. You must ensure that each registrant receives a copy of those three books as a part of the registration fee. As a host conference organizer, your cost is one half of the retail cost. The retail cost for the three books is \$62.85, so your cost per set is \$31.425.

We recommended that your marketing literature and event webpage note something to the effect that, “As a part of your registration fee, you will receive all three of the Wrightslaw books (listed above or below) which have a retail value of \$62.85.

While your minimum order for 120 sets is \$3,771.00, most Wrightslaw conferences which are marketed effectively have an average about 250 attendees and as high as 500. As you determine your registration fee, be conscious that every additional 10 registrations, for the books will cost you \$31.425. You will have an additional cost regarding food, such as box lunch, etc. For guestimate purposes, add an additional \$11.50, thus upping it to a per head cost of \$43. So if your registration fee is \$100, you will net (10 x \$43) an additional \$430!

If your registration fee is \$200, your respective net \$\$\$ increase per additional 10 attendees will be \$860.00. Be aware that many prospective attendees, because of potential work or family conflicts, will postpone signing up until the last few days before the program, so you might want to prepare for walk-ins.