



October 15, 2004

Dear _____,

I am pleased to confirm your acceptance to the Exploratorium Institute for Inquiry's January session of **Introduction to Inquiry: Professional Development Design Workshop**. We look forward to working with you and your district as we explore inquiry-based approaches to teaching and learning. Please take a few minutes to read the important information we've enclosed regarding travel arrangements and workshop logistics and pass this information on to the people on your team who are attending the workshop. For your convenience we have created a web address: http://www.exploratorium.edu/ifi/about/workshops/2005_intro with details on getting to San Francisco, reserving your hotel rooms, meals during the workshop, and a workshop schedule. The information is presented in .pdf format for viewing and downloading.

Schedule:

The workshop begins at 8:30am (continental breakfast available at 8:00am) on Monday, January 24, 2005 and continues through 1:30pm on Saturday, January 29. It will take place at the Exploratorium, located in the Palace of Fine Arts at 3601 Lyon St. in San Francisco. Participants are expected to attend all sessions and should notify us immediately if unable to participate fully through the length of the workshop.

Hotel Reservations:

A block of rooms has been reserved at the Coventry Motor Inn (1901 Lombard St.) under the group name "Institute for Inquiry". **The group number is 1050.** The rate for the room is \$79 (double or single) per night plus tax. **Please call the Inn by December 17th at (415) 567-1200 to reserve your room/s.** Within a week of making the reservation you'll need to secure the room by giving a credit card number or sending a check to the hotel.

Workshop Fee:

A fee of \$150 must be paid for each workshop participant. You may pay by check or Purchase Order. Please have checks and PO's (individually or as a group) made out to "Exploratorium" and marked Attn: Institute for Inquiry somewhere on the check. Checks should be send 2 weeks prior to your workshop dates to the address listed below:

Exploratorium, Institute for Inquiry
Attn: Liz Cruger
3601 Lyon St.
San Francisco, CA 94123-1099

Pre-Workshop Preparation:

We are asking each district team to share information on their work by bringing a poster that describes your experiences related to professional development science work. Instructions are provided on the District Profile Template.

Information needed to finalize your team's registration:

If we do not have a current list of you team participants, we'll need to have the finalized names and email addresses of your team by **November 15, 2004**. Please email this information to Liz Cruger at lizc@exploratorium.edu.

Please ask each member of your team to complete the team member biography and mail or email to Liz Cruger at lizc@exploratorium.edu by **November 22, 2004**. You'll find an original enclosed, please copy as many as needed for your team.

Feel free to contact us by phone or email if you or your team members have any questions. Thank you and we look forward to meeting you and/or your team!

Sincerely,

Liz Cruger
Program Coordinator, Institute for Inquiry
(415) 561-0330
lizc@exploratorium.edu

enclosures: District Profile Template
Workshop Logistics
Getting to San Francisco
Team Member Biography
Schedule of Events
Invoice
Exploratorium Brochure
Hotel Brochure

Team participants: Please send information by **November 22, 2004** to: lizc@exploratorium.edu,
or Exploratorium Institute for Inquiry,
3601 Lyon Street, San Francisco, CA, 94123, Attn: Liz Cruger
Questions? 415/561-0330