When creating a training invitation, you can communicate most effectively if you make sure to highlight the most important information up front, include a reason why the reader should attend, and provide specific actions that the person needs to take.¹

Join your fellow teachers from around the city!

Making Pre-K Count January Teacher Training

Executive Conference Center
1601 Broadway (at 48th St.)
New York, NY 10019

Take the elevator to the 8th floor and walk down the stairs to the 7th

Thursday, January 30th
8:45 a.m.–3:15 p.m.

☐ Confirm your attendance with your coach by Friday, January 17.
☐ Bring Volume 2 of your Building Blocks Teacher’s Edition set.
☐ Plan how you will get there.
☐ Get a stipend for attendance at training sessions that occur outside of working days or professional development/pre-K nonattendance days.

Don’t miss out on free food! Breakfast, lunch, and a snack will be provided.

We look forward to seeing you there!

Public Transportation to the Executive Conference Center

1601 Broadway; New York, NY 10019

The building is on the corner of 48th and Broadway and the entrance is on 48th St. The sign says “American Management Association.”

**Subway**

- **B D F M** to 47th-50th Streets—Rockefeller Center
- **C E** to 50th Street
- **1** to 50th Street
- **N R** to 49th Street
- **6** to 51st Street (If you need to take this train, you can transfer at 51st St. and take the downtown E to 50th St. The walk is much shorter.)

**Bus**

M104, M20, M16, M7, M50

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Insert Photograph

A photo of the building where the training will be held would be very helpful.