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| **From:** | Logan, Micah |
| **Sent:** | Wednesday, January 15, 2025 12:53 PM |
| **Subject:** | Reminder: PD Day tomorrow 1/16! |

Thank you for registering for Professional Development (PD) Day! We are looking forward to our time together tomorrow, January 16th! To help tomorrow run smoothly for everyone, we wanted to share the following with you. Please don't hesitate to reach out if you have any questions.

- **Check-in will open at 8am – please stop by the tables outside of the DSU auditorium** to pick-up your nametag. This is how we track attendance, so we would greatly appreciate it if you'd take a minute to do this. After lunch we will move any remaining nametags upstairs to the 3rd floor information desk. So, if you're only joining us after lunch, please look there.
- This year the **resource fair will be held from 8:00-9:00am** on the 1st floor of DSU. We will have **light breakfast treats available** as well as coffee, so please look for that to be set up in front of Steak 'n Shake in the Food Court.
- Brief welcome remarks and other logistical updates will be shared in the DSU auditorium at 8:30.
- **Concurrent sessions will all begin at 9:15am** on the 3rd floor. Schedules will be posted outside each of the rooms for the concurrent sessions and there is a QR code on each sign that will take you to the full PD Day Schedule.
- **Parking is available in the parking structure 2** or you are welcome to park in your regular parking spot.
- **Meal passes for your complimentary lunch at Fresh Food Co. will be passed out in front of Fresh beginning at 11:30am.**
- At the end of your PD Day, **please return your nametag to one of the baskets at the 3rd floor information desk** so that we can recycle them for next year.

Again, we look forward to seeing you tomorrow!

Best,
Micah

Micah Meixner Logan, DMA
she/her/hers
Director | Center for Innovative Teaching & Learning


www.wku.edu/citl

**Logsdon, Jeremy**

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| **From:** | wkuprofessional.development@wku.edu |
| **Sent:** | Thursday, January 9, 2025 4:53 PM |
| **To:** | Logsdon, Jeremy |
| **Subject:** | Workshop Registration |

Thank you for registering for Center for Innovative Teaching & Learning (CITL) - Professional Development Day.  You have been put on the Enrolled List.  If you did not register for this class, please let us know.

**Workshop**: Center for Innovative Teaching & Learning (CITL) - Professional Development Day
**Date**: 2025-01-16
**Time**: 08:30 AM - 04:00 PM
**Location**: Downing Student Union 3024
**Instructor**: Micah Logan
**Workshop Description**: Professional Development Day is a one-day conference with opportunities to learn from one another, enrich the WKU employee experience, and celebrate excellence in higher education. In response to feedback, this year's event will continue to focus on networking as well as a broad range of meaningful learning opportunities. We look forward to another great conference together! visit https://www.wku.edu/pdday/ for more information.

If you are unable to attend this training, please log into https://itweb.wku.edu/training_dl/index.php?fuseaction=my.main&mode=registered and cancel your registration.

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| **From:** | wkuprofessional.development@wku.edu |
| **Sent:** | Wednesday, January 15, 2025 2:10 AM |
| **To:** | Logsdon, Jeremy |
| **Subject:** | Workshop Tomorrow |

You have registered for a workshop to be held tomorrow.  If you are unable to make the class please log into https://itweb.wku.edu/training_dl and cancel your registration.

**Workshop**: Center for Innovative Teaching & Learning (CITL) - Professional Development Day
**Date**: 2025-01-16
**Time**: 08:30 AM - 04:00 PM
**Location**: Downing Student Union 3024
**Instructor**: Micah Logan
**Workshop Description**: Professional Development Day is a one-day conference with opportunities to learn from one another, enrich the WKU employee experience, and celebrate excellence in higher education. In response to feedback, this year's event will continue to focus on networking as well as a broad range of meaningful learning opportunities. We look forward to another great conference together! visit https://www.wku.edu/pdday/ for more information.