



WORKFORCE DEVELOPMENT LETTER NO.: 04-01

DATE: October 15, 2003

EFFECT:	<u>ACTION</u>	<u>INFO</u>	<u>WITH ATTACHMENT</u>
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> ONE-STOP	<input type="checkbox"/>
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> SWA	<input type="checkbox"/>
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> STW	<input type="checkbox"/>
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> WIBs	<input type="checkbox"/>
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Job Corps Centers	<input type="checkbox"/>
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> YO! Site Directors	<input type="checkbox"/>
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> State Youth Coordinators	<input type="checkbox"/>

SUBJECT: ANNUAL YOUTH SERVICE CONFERENCE

1. Purpose: To open registration for the Annual Youth Service Conference that is being held on November 18 and 19, 2003 at the Hilton in Mystic, Connecticut.

2. Background: The Office of Youth Services hosts a Youth Conference annually to address the needs of the Workforce Development System. A recent survey of the local environment and input gained from a meeting with the State Youth Coordinators contributed to the planning and development of this conference.

The conference is designed to start with the larger picture of youth programming and narrow its focus over the course of a day and a half to operational programming on the front line. The conference will be broken into two separate sessions over the one and a half days. The first afternoon is designed to benefit the broader policy audience and will include a plenary plus break out sessions on the general environment of WIA and Youth programs. We will hear from National Office and other leading workforce development professionals. The second day's sessions are designed for practitioners with an emphasis on Out of School Youth. During this session we will focus on designing and planning youth programs as well as the operations of youth programming. Workshops for this session will include the Value of Partnerships and Employer Relations, both intended to explore the benefits of collaboration in a time of significant budget cuts and developing RFP's and Contracts that are designed to maximize performance.

Attached is a preliminary agenda. We are working to finalize all workshops and presentations. You may access updates on line at <http://www.doleta.gov/regions/reg01bos/slides/2003youth.cfm>

3. Actions: You may register for 11/18 only, 11/19 only or both days, 11/18 and 19. When registering, please indicate your availability to attend. Space is limited; please register as soon as possible to insure your place.

We prefer that you register on line at <http://www.doleta.gov/regions/reg01bos/slides/2003youth.cfm> When you click on the link, you will need to create a user name and password. This will insure that your registration is saved and allow you access to your information. Registration will close on November 3, 2003.

If you do not have access to the internet, you may fax the attached form to Ana Munoz at (617) 788-0125.

There is a direct link to the Mystic Hilton at the online registration or you may call the hotel directly at (860) 572-0731 for directions. If you plan to stay at the hotel you must reserve your room prior to October 28, 2003. The room rate is \$79 per night plus applicable tax and or fees.

If you have any questions about the registration, please contact Rochelle Hagler at (617) 788-0147.

Renata Jones-Adjibodou
Deputy Director, Office of Youth Services

Enclosure