



2020 ROCKY MOUNTAIN EARLY CHILDHOOD CONFERENCE

FUNDING REQUEST PROCESS CSQI AND DENVER PRESCHOOL PROGRAM

Step 1: Provider

Log on to ecConnect to create a Spending Request using your quality funds:

- » List each attendee's name and email address from your organization.
- » Request the appropriate amount of funds for the number of days each staff member will be attending.
- » Click "Submit" to send the request to your Council Navigator or Coordinator.

Step 2: EC Council

The Council Navigator or Coordinator will send the registration code to the provider.

Step 3: Provider

Register for the conference through RMECCConference.com:

- » Only register for the days for which you have funding.
- » Include all staff in the group registration.
- » Your confirmation email will act as your receipt. Save this email to reference your confirmation number.
- » Councils will be invoiced by RMECC for each CSQI funding request.

While registering for RMECC 2020, attendees will be required to choose their sessions as a part of the registration process. This is to ensure each session remains within capacity and registered individuals are guaranteed

