



NYS AFLT 2019 Conference Registration Information & Policies

Submitting Registrations

- **Credit card:** Credit card payment is accepted online and onsite. Register at <http://nysaflt.org/annual-conference/>.
- **P.O.:** Purchase orders are only accepted as follows: You must register online and upload your PO with our online registration form.
- **Check:** Register with our online form, print and mail a copy of your confirmation with your check to: NYS AFLT, 2400 Main Street, Buffalo, NY 14214. Checks must be received within one week of online registration or you will have to register again. Do not mail a registration after Friday, October 18. It may not be received in time. After October 18, register online only with a credit card or PO.

Registrations are not accepted by fax or telephone.

Registration Fee Schedule

| REGISTRATION FEE SCHEDULE: | by Sep. 27 | by Oct. 18 | after Oct. 18 |
|--|------------|------------|---------------|
| Member | \$145 | \$160 | \$175 |
| Member – Day Rate: <input type="checkbox"/> Friday only <input type="checkbox"/> Saturday only | \$120 | \$135 | \$150 |
| Full-time Student (with documentation) | \$65 | \$75 | \$85 |
| Retiree | \$100 | \$115 | \$130 |

Registration Fees

Payment (or PO) must accompany registration forms and is due in full at the time of registration in U.S. funds. All attendees must be registered for the conference, and only registered attendees may register for a workshop or ticketed event. Returned checks will be subject to a \$25 fee. NYS AFLT reserves the right to charge the real amount due if this differs from the amount written on your form. Lack of payment by check will result in the ticketed workshop or event not being reserved under your file; we are not responsible for activities that sell out during the time it takes to obtain full payment.

Membership

NOTE: Membership is required in order to participate in the NYS AFLT Annual Conference.

CANCELLATION/REFUND POLICY

All requests for refunds must be made in writing to NYS AFLT, no later than Friday, October 18, 2019. No refunds will be made after this date. All refund requests will be subject to a \$75 processing fee and will be made in the same manner payment was made. All check refunds will be processed after the conference; please allow 8 weeks for processing. All substitution requests must be in writing from the original registrant. Such requests are subject to a \$75 processing fee. There will be no refunds due to inclement weather.

Purchase Order Instructions

NYS AFLT will send an invoice to the issuer of purchase orders; **HOWEVER, IT IS THE ATTENDEE'S RESPONSIBILITY TO MAKE SURE INSTITUTION PURCHASE ORDERS HAVE BEEN PAID.** Purchase orders must be paid in full within 30 days of the conference. Attendees will be held individually responsible for non-payment by their school district. Please provide an email address for invoicing.

Purchase orders will ONLY be accepted from an institution and MUST be uploaded with the registration form. Each purchase order must contain the following information: Attendee(s) name(s) and amount due for each attendee. Purchase orders may be emailed to info@nysaflt.org mailed with registration form for each attendee to NYS AFLT, 2400 MAIN ST, BUFFALO, NY 14214.

IMPORTANT NOTICE: Purchase orders will NOT be accepted onsite as a form of payment. It is each attendee's responsibility to ensure that NYS AFLT has received payment for your registration and activities. Please make sure to follow up with your finance department before departing for the conference.

ACH/Bank Transfer: Some school districts pay by ACH transfer only. We request that you inform us by email when your transfer is processed and provide us with a confirmation number. Otherwise, we have no way to credit the proper invoice for payment.

Confirmation of Registration

Online registrations are confirmed immediately by email. Check your email and spam folder. If you do not receive a registration confirmation, please contact us at info@nysaflft.org. Please keep a copy of your confirmation for your records.

Registration Options

Full Conference: A registrant is eligible to attend all conference activities other than pre-conference workshops and ticketed events, which require an additional fee.

One Day Only: A registrant in this category is eligible to attend all conference activities during the one day for which he/she is registered. A Friday-only registration includes a pre-conference workshop on Friday morning. A Saturday-only registration is only valid for Saturday, November 2.

Pre-conference Workshops: In order to attend a pre-conference workshop, all attendees must be registered for at least one day of the conference. It is not possible to *only* register for a pre-conference workshop.

Meals

Please note that **lunches are included in registration rates**, however tickets for Friday night's banquet are separate and may be purchased with the registration form. Please also note that the cost of the banquet is determined by hotel banquet rates.

Children

Children under age 16 will not be permitted in the Exhibit Hall or in any of the educational sessions or workshops. Your hotel concierge will be able to recommend activities for children while you are attending the conference. We appreciate your understanding and cooperation. Children 16 years and over will need to register as an attendee.

Professional Development Units/Hours and Certificate of Attendance

Attendees requiring a signed certificate valid for CTLE hours *must* turn in their signature form at the NYS AFLT hospitality or registration desk prior to leaving the conference.

Photograph Permission

By registering for this conference, individuals are giving NYS AFLT permission to use any photographs taken during the conference.

E-mail and Mailing List Permission

All communications regarding registration will be by email. A valid email address is required. A few weeks prior to the conference, attendee emails will be shared with vendors, who will send announcements, special invitations, offers, coupons, etc. Attendees may opt out of vendor emails on the registration form. Vendors often send coupons and special invitations using our attendee list. We encourage you to opt in, and then unsubscribe from any vendor mail lists that you do not want to be on.

Questions

If you have questions, please email info@nysaflft.org.