



Submitting Registrations

Registrations may be submitted online, by email, or mail. Register Online: www.nectfl.org. Registrations are not accepted by fax or telephone.

Register by mail: NECTFL, 2400 Main Street, Buffalo, NY 14214.

Registration Fee Schedule

| REGISTRATION FEE SCHEDULE: | by Dec. 1 | by Jan. 16 | after Jan. 16 |
|---|------------------|-------------------|----------------------|
| Individual Attendee | \$175 | \$195 | \$235 |
| Individual Attendee – Day Rate: <input type="checkbox"/> Friday only <input type="checkbox"/> Saturday only | \$150 | \$170 | \$210 |
| Full-time Student (with documentation) | \$75 | \$95 | \$115 |
| Retiree | \$100 | \$115 | \$130 |

Registration Fees

Payment 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. NECTFL 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.

NECTFL Advisory Council Dues

NOTE: In order to take advantage of the Advisory Council discount, dues for 2018 must be pre-paid or paid with your registration. The discount for an individual member is \$25. The discount for an institutional member is one *gratis* registration.

CANCELLATION/REFUND POLICY

All requests for refunds must be made in writing to NECTFL, no later than Tuesday, January 16, 2018. 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

NECTFL 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 accompany 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@nectfl.org or mailed with registration form for each attendee to NECTFL, 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 NECTFL has received payment for your registration and activities. Please make sure to follow up with your finance department before departing for the conference.

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@nectfl.org. Confirmations of hard-copy registrations will be sent via EMAIL ONLY from NECTFL within 2-3 business days after receipt of the correct and completed registration information. 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 (Friday or Saturday). Pre-conference workshops and ticketed events require an additional fee.

Pre-conference Workshops: In order to attend a pre-conference workshop, all attendees must be registered for at least one day of the conference (Friday or Saturday) and pay the workshop fees.

Advisory Council Luncheon

Please note that **no tickets for the Advisory Council Luncheon will be sold onsite**. All tickets must be purchased in advance no later than Tuesday, January 16, 2018.

Children

Due to the size and nature of the Northeast Conference, 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.

Badge Replacement

If an attendee misplaces or loses a badge once it is printed onsite, the registered individual must pay a fee of \$150 to get a replacement badge.

Professional Development Units/Hours and Certificate of Attendance

Forms will be available onsite in the registration area to record your professional development units/hours from attending sessions during the conference. Attendees must complete a form for each day spent in workshops or sessions. Individuals should check with their state or district prior to the conference for local requirements. It is the individual's responsibility to file the paperwork correctly. NECTFL will not file with the state or district for an attendee. NECTFL takes no responsibility for the paperwork being correct and completed according to local requirements. Attendees requiring a signed certificate must turn in their signature form at the NECTFL registration desk prior to leaving the conference. New York State attendees requesting CTLE hours MUST turn in their form at the registration desk.

Photograph Permission

By registering for this conference, individuals are giving NECTFL 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.

Questions

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