



### Submitting Registrations

- **Credit card:** Credit card payment is accepted through our online registration form and onsite only. Do not mail or email your credit card number. Register at <http://www.nectfl.org/conference>.
- **P.O.:** Purchase orders are accepted with the following options
  - Register online and upload your PO
  - Mail your PO and registration form to NECTFL, 2400 Main Street, Buffalo, NY 14214, or
  - Scan your registration form and PO to PDF and email to [info@nectfl.org](mailto:info@nectfl.org).
- **Check:** Mail this form with check payable to NECTFL to: NECTFL, 2400 Main Street, Buffalo, NY 14214, by email, or mail. Do not mail a registration after January 17. It won't be received in time. After January 17, register online only.

**Registrations are not accepted by fax or telephone.**

### Registration Fee Schedule

<b>REGISTRATION FEE SCHEDULE:</b>	<b>by Dec. 2*</b>	<b>by Jan. 17*</b>	<b>after Jan. 17</b>
Individual Attendee	\$175	\$200	\$240
Individual Attendee – Day Rate (Friday or Saturday)	\$150	\$175	\$215
Full-time Student (with documentation)	\$75	\$85	\$95
Retiree	\$125	\$140	\$155

\* The cut-off time is at 5:00 p.m. - the close of the business day.

### 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 group discount policy:

A 10% group discount on the full convention registration is only applicable when six (6) or more individuals are registered from the same institution accompanied by payment with one check, credit card or purchase order. Each individual registrant must complete a registration form and all forms must be submitted at the same time as a group with full payment by mail or using our online form only to be received by November 30, 2018. This discount cannot be applied to onsite registration, pre-convention workshops, or ticketed events.

### NECTFL Advisory Council Dues

NOTE: In order to take advantage of the Advisory Council discount, dues for 2019 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 Friday, January 17, 2020. 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](mailto: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.

**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@nectfl.org](mailto: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 Friday, January 17, 2020.

## **Special Needs**

The convention facilities are all handicap-accessible. Access to Americas Hall 2 (primarily exhibitor sessions) is limited to escalator or elevator, and elevator access requires hotel assistance. NECTFL will work with convention participants to assist in the accommodation of any special needs request. In order for NECTFL to be of assistance, persons with disabilities who require special assistance, or who need specially-equipped hotel rooms, must advise both NECTFL and their hotel in writing no later than Wednesday, December 28, 2018. A request for special needs should include complete contact information including a daytime phone number and e-mail address. NECTFL will attempt to respond to requests received after the the December 28, 2018 deadline, but any accommodation will be at the requester's sole expense.

## **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. 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@nectfl.org](mailto:info@nectfl.org).