

Registration Fee Schedule

REGISTRATION FEE SCHEDULE:	Early Ends 5:00 p.m. February 5	Regular Ends 5:00 p.m. March 26	Onsite After 5:00 p.m. March 26
Individual Attendee – FRIDAY AND SATURDAY IN-PERSON WITH VIRTUAL OPTIONS (May add pre-conference workshops for \$50/\$100)*	\$180	\$205	\$245
Individual Attendee – FRIDAY AND SATURDAY – VIRTUAL ONLY	\$135	\$160	\$200
Individual Attendee – Day Rate**: IN-PERSON WITH VIRTUAL OPTIONS Thursday only (new)***, Friday, or Saturday	\$155	\$180	\$220
Full-time Student (with documentation) IN-PERSON WITH VIRTUAL OPTIONS	\$75	\$85	\$95
Full-time Student (with documentation) VIRTUAL ONLY	\$50	\$60	\$70
Retiree IN-PERSON WITH VIRTUAL OPTIONS	\$125	\$140	\$155
Retiree VIRTUAL ONLY	\$90	\$105	\$120

* Thursday pre-conference workshops may be added to a Friday and/or Saturday registration for \$50 (3-hour) or \$100 (6-hour)

The day rate is intended for single day attendance. For two days or more, you must register for the conference. **IN-PERSON ONLY – NOT AVAILABLE FOR VIRTUAL.

*** The new Thursday Only rate includes two 3-hour workshops or one 6-hour workshop

Submitting Registrations

Due to Covid restrictions on in-office staff time, registration this year will be electronic only. Do not mail POs or registration forms. Register online only.

- **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.:** Register online and upload your PO. PO MUST be made out to NECTFL. You must include the email address of a school business office contact person. Schools may pay invoices by credit card or check.
- **Check:** We're sorry but individual registration by check is not an option this year.

Registrations are not accepted by fax or telephone.

Payment

Payment (credit card or PO) must accompany online 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 correct amount due if this differs from the amount written on your form or PO.

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 by purchase order. This discount cannot be applied to onsite registration, pre-conference workshops, or ticketed events. Each registrant should upload a copy of the PO with their online registration. Alternately, email one PO with all registration information to info@nectfl.org (see below for detailed instructions).

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 a business office email address for invoicing.

Purchase orders will ONLY be accepted from an institution and made out to NECTFL. POs MUST be uploaded with the online individual registration form. Each purchase order must contain the following information: Attendee(s)' name(s), email address, registration type/amount due for each attendee, workshop selection (if Thursday). For group orders only: purchase orders may be emailed to info@nectfl.org.

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.

NECTFL Advisory Council Dues

NOTE: In order to take advantage of the Advisory Council discount, dues for 2021 must be pre-paid using our separate Advisory Council membership form. The discount for an individual member is \$25. The discount for an institutional member is one *gratis* registration.

CANCELLATION/REFUND POLICY

Pandemic/Covid-19 Related Changes to Registration Status

At this time, we are planning a hybrid conference with on-site/in-person and virtual options. In the hybrid and virtual models, live-streamed sessions will be available synchronously and asynchronously. Pre-recorded offerings will be available asynchronously. NECTFL will follow these guidelines to ensure flexibility with registrants and their options in attending in-person or virtually:

- If the entire conference changes to virtual-only, all registered attendees will be converted to virtual access and refunded the price difference. If this occurs, you will have the option at that time to cancel and receive a full refund.
- All attendees registered as “in-person” may switch to virtual-only any time through March 26 and receive a refund of the price difference.
- After March 26 a registered attendee may opt to attend virtually only, however no refund of the price difference will be made.
- If the conference goes forward as hybrid, ticketed Thursday pre-conference workshops will be in-person only (not recorded and not available asynchronously). For this reason they will be fully refundable upon request, through Thursday, April 22 (prior to the start of workshops).

Inclement Weather

We’re sorry, but we are not able to refund registration fees due to weather conditions. Short of a major weather catastrophe, the conference will go on as scheduled. Unfortunately, the hotel and conference facility will charge us the same, regardless of the weather. Below are a few suggestions that may or may not be applicable, depending on your point of origin, noting that safety is always the primary concern:

- Consider using public transportation from a convenient point outside of NYC – the Hilton is easily accessible by subway.
- Consider traveling the night before if the forecast is questionable.
- Thursday: If you have to arrive late due to the weather, you may switch to an afternoon pre-conference workshop (on a space available basis).

Illness

We’re sorry, but we are not able to refund registration fees after March 26 due to illness. All registered attendees will have virtual access to the conference, which includes synchronous and asynchronous access to sessions and recordings, as well as full access to presenter-shared slideshows and materials.

Cancellation for Other Reasons/Refunds

All requests for refunds must be made in writing (email) to info@nectfl.org no later than Friday, March 26, 2021. No refunds will be made after this date. All refunds 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 (email) from the original registrant.

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. Please keep a copy of your confirmation for your records. If paying by credit card, confirmation of your payment will come separately from PayPal.

Registration Options

Friday and Saturday In-person with Virtual Options: A registrant is eligible to attend all in-person conference activities other than pre-conference workshops and ticketed events, which require an additional fee. You will also have full access to all live-streamed and pre-recorded sessions via the conference app.

Friday and Saturday Virtual-Only: A registrant is eligible to attend all virtual conference activities other than pre-conference workshops and ticketed events, which require an additional fee. Virtual options will include live-streamed sessions in each time slot and pre-recorded versions of most other sessions listed. Due to their nature, some sessions will be live-only and will be indicated as such in the conference program.

One Day Only - Thursday, Friday or Saturday: This option is only available to in-person attendees. A registrant in this category is eligible to attend all conference activities during the one day for which they are registered.

Pre-conference Workshops: Thursday pre-conference workshops may be added to any Friday and/or Saturday registration OR you may register for Thursday only. At this time, pre-conference workshops are on-site/in-person only. Should we need to pivot to a virtual only conference, pre-conference workshops will be rescheduled in a virtual format.

Advisory Council Luncheon

At this time, the advisory council lunch is pending determining a safe group dining option. Please note that **no tickets for the Advisory Council Luncheon will be sold onsite**. All tickets must be purchased in advance no later than March 26, 2021.

Special Needs

The conference facilities are all handicap accessible. NECTFL will work with conference 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 March 26, 2021. 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 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

NECTFL will no longer collect signature sheets. It is an attendee's responsibility to document what they have attended. A downloadable certificate will be available via the conference app which attendees can print and complete. 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/or completed according to local requirements

NYS CTLE: New York State attendees requesting CTLE hours must complete the online request form which will be available on our website and via the conference app.

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.