

Registration Fee Schedule

CONFERENCE REGISTRATION FEE SCHEDULE:	Early Registration Ends 5 p.m., March 26	Regular Registration Rates
Full Conference - April 24–May 1* VIRTUAL ONLY	\$135	\$160
Full-time Student (with documentation) VIRTUAL ONLY	\$50	\$60
Retiree VIRTUAL ONLY	\$90	\$105

* Pre-conference workshops may be added to your conference registration for \$35 each.

PRE-CONFERENCE WORKSHOPS ONLY	Early Registration Ends 5 p.m., March 26	Regular Registration Rates
FEE PER WORKSHOP (UP TO 4)	\$35	\$40

- Registration will remain open after the conference through May 28 for asynchronous access to recordings and materials.
- Recordings and materials will be available via the conference app through May 30 and through June 30 with browser access to our platform. All NYS CTLE requests must be received by June 30, 2021.

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, and pre-conference workshop selection. 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

Changes to Registration Status from Hybrid to Virtual

All participants who registered for on-site will be converted to virtual access and refunded the price difference. These attendees will be contacted and given the option to modify their registration option or cancel and receive a full refund.

Inclement Weather

We're sorry, but we are not able to refund registration fees due to weather conditions. All registered attendees will have full synchronous and asynchronous access to all conference materials via the conference app through June 1, 2021.

Illness

We're sorry, but we are not able to refund registration fees after March 26 due to illness. All registered attendees will have full synchronous and asynchronous access to all conference materials via the conference app through June 1, 2021.

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

Virtual Only: A registrant is eligible to attend all virtual conference activities April 24–May 1. Virtual options will include live-streamed sessions and pre-recorded sessions. All live-streamed sessions will also be recorded and will be made available after they end.

Pre-conference Workshops: Pre-conference workshops (Thursday and Friday, April 22–23) may be added to any conference registration OR may be registered for individually, without registering for the main conference.

Advisory Council

At this time, the Advisory Council is scheduled to meet on Tuesday, April 27, 7:00–8:00 p.m. for its annual update, followed by a virtual wine and cheese reception.

Special Needs

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 must advise NECTFL 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.

Professional Development Units/Hours and Certificate of Attendance

It is an attendee's responsibility to document what they have attended. NECTFL will provide a downloadable certificate 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 made available via the conference app.

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.