

# How to Register for ASCD Institutes

## Register Online

For Institutes, Pre-Conference Institutes, and Conferences, go to <http://shop.ascd.org/conferences.aspx>

## Payment Must Accompany Registration Form

- **Online:** You can pay online with a MasterCard, VISA, American Express, or Discover Card.
- **By Phone:** You can pay by phone (1-800-933-2723 or 1-703-578-9600, then press 1) or **by Fax** (1-703-575-5414) with a MasterCard, VISA, American Express, Discover Card, or purchase order from your institution.
- **By Mail:** You can pay by mail with a MasterCard, VISA, American Express, Discover Card, money order, purchase order, or check.

## Registration Terms

Registrations are accepted on a full-payment, first-come-first-served basis only. Confirmations are e-mailed within 48 hours after processing your registration. Please do not book non-refundable airline tickets without confirmation that your registration has been received and processed.

## Special Services

Please notify ASCD at the time you register if you need a sign language interpreter or other special assistance. ASCD must be notified at least 14 calendar days in advance of the event.

## On-Site Registration

Do not depend on registering on-site. Please contact ASCD for availability. When space is available, you may register on-site for an additional \$25 fee.

## Program Cancellation

ASCD reserves the right to cancel programs because of low registration. In the unlikely event of a cancellation, all registrants will be notified and will receive full refunds. Please do not make non-refundable airline reservations until you contact ASCD to find out if your program is being considered for cancellation. ASCD is not responsible for reimbursing airline tickets.

## Can't Attend

If you are unable to attend an event you have registered for, contact ASCD by e-mail or regular mail no later than 14 calendar days prior to the start of the event to request a Gift Certificate, which can be used for ASCD products or events, or a refund. After the 14-day timeframe, you are ineligible for a Gift Certificate or refund, but you may send a nonregistered person in your place, with registration confirmation or written authorization from you. For all cancellations, there is a \$50 processing fee for a single conference or institute and a \$100 processing fee for both conference and pre-conference institutes. E-mail: [cancel@ascd.org](mailto:cancel@ascd.org)

## Team Discounts

Every fifth person you register from the same school or organization may attend an ASCD Institute without paying a registration fee. **Note:** Registrations must be submitted together and include payment of all Materials Fees.

## Earn Complimentary Professional Development

If you attend three of our Institutes in a two-year period, you can receive registration to your fourth Institute for free. (You will be responsible for Materials Fees.)

## Travel, Meals, and Lodging

Participants are responsible for securing their own transportation, meals, and lodging. Check the ASCD website at [www.ascd.org/pdi-travel](http://www.ascd.org/pdi-travel) for more travel and lodging information. Make your reservations early for the best prices.

Participants are responsible for all meals during the conference. If available, you will receive hotel reservation information with your confirmation. Please make hotel reservations by the cutoff date specified to secure ASCD group rates. After the cutoff date, or if the room block is full, the hotel may not accept your reservation at the group rate.

## Satisfaction Guaranteed!

ASCD strives to exceed your expectations for quality products and service. If within 14 calendar days after the event, you feel that we have fallen short of this goal, we will give you a Gift Certificate that you can use toward the purchase of any ASCD products or professional development event within the next year.



Mail: ASCD, P.O. Box 826887, Philadelphia, PA 19182-6887

Call Toll-Free: 1-800-933-ASCD (2723) or call 1-703-578-9600, then press 1

Fax: 1-703-575-5414 • E-mail: [registration@ascd.org](mailto:registration@ascd.org) • Internet: [www.ascd.org](http://www.ascd.org)

# Registration Form for ASCD Institutes

Register only one person per form.

**NOTE:** Please check individual Institute descriptions for any Materials Fees that may apply.

## INSTITUTE INFORMATION

| Title              | Registration Code | Registration Fee | Materials Fee | Total |
|--------------------|-------------------|------------------|---------------|-------|
|                    |                   |                  |               |       |
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| <b>Grand Total</b> |                   |                  |               |       |

## PARTICIPANT INFORMATION

Please print so name badge will be correct.

Name  Mr.  Mrs.  Ms.  Dr.

Job Title

School/District

Membership/Customer ID No.

Street Address ( Home  Office Address)

City

State/Province

Zip/Postal Code Country

Home  Office Phone

E-mail Address (Required)

## PAYMENT INFORMATION

Check payable to ASCD enclosed.

(All sales are in U.S. Dollars)

Please bill my institution. (Include official purchase order.)

Professional Development Voucher(s) enclosed.

Charge:  Visa  MC  AMEX  Discover

Account No.

Expiration: (MM/YY)

Signature

Name on Credit Card (Please Print)



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