

Important Registration Information



TERMS

Registrations are accepted on a full-payment, first-come, first-served basis only. Confirmations are e-mailed within 48 hours after processing of registration.

Note: If you do not receive a confirmation letter, please call the ASCD Service Center at 800-933-ASCD (2723), then press 1, to determine the status of your registration.

Please do not make travel arrangements until you have received your registration confirmation from ASCD.

SPECIAL SERVICES

Please notify ASCD at the time you register if you need a sign language interpreter or other special assistance.

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. If you plan to purchase nonrefundable airline tickets, contact ASCD to find out if your program is being considered for cancellation before purchasing nonrefundable airline tickets. ASCD is not responsible for reimbursing airline tickets.

NO SHOW

If you are unable to attend a program you have registered for, call, e-mail, or write ASCD 14 days (30 days for Academies) prior to the start of the program to request a credit voucher. After the 14-day timeframe, you are ineligible for a credit voucher, but you may send a nonregistered person in your place, with registration confirmation or written authorization from you. For all cancellations, refunds, or credits, there is a \$35 processing fee. E-mail cancel@ascd.org.

AIRLINE DISCOUNTS

Call ASSOCIATION TRAVEL CONCEPTS at 1-800-458-9383; e-mail: atc@atcmeetings.com; visit www.atcmeetings.com; or fax: 858-581-3988

TRAVEL AND LODGING

Participants are responsible for securing their own transportation, meals, and lodging. You will receive a hotel reservation card along with your confirmation. Hotel reservations should be returned by the cutoff date specified on the reservation card to secure ASCD group rates. After the cutoff date, hotels may not accept your reservation at the group rate.

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.

LEADERSHIP DISCOUNT

If you attend three of our Institutes in a two-year period, you can receive registration to your fourth Institute free.

ON-SITE REGISTRATION

The ASCD Conference on Teaching & Learning may sell out. On-site registration is not guaranteed. Please contact ASCD for availability. When space is available, you may register on-site for an additional \$25 fee.

NONMEMBERS: JOIN ASCD FOR \$25 ...

... when you register!* Get a full year of Select Membership along with your registration. ASCD Select Membership includes subscriptions to **Educational Leadership** magazine and **Education Update** newsletter, five (5) new ASCD books, and member discounts on products and any future registrations. See Registration Form to take advantage of this special offer.

* Membership rates subject to change.

HOTEL INFORMATION

Gaylord National Resort & Convention Center
201 Waterfront Street
National Harbor, MD 20745

REGISTRATION CUT OFF: October 5, 2009

ASCD CENTER HOURS

Thursday, October 29, 5:00–7:00 p.m.

Friday, October 30, 11:30 a.m.–5:00 p.m.

Saturday, October 31, 11:30 a.m.–4:00 p.m.

CONFERENCE REGISTRATION HOURS

Thursday, October 29, 5:00–7:00 p.m.

Friday, October 30, 7:00 a.m.–5:00 p.m.

Saturday, October 31, 7:00 a.m.–5:00 p.m.

Sunday, November 1, 7:00 a.m.–12:00 noon

Registration Form

RETURN TO ASCD TODAY!

RETURN BOTH PARTS OF YOUR REGISTRATION FORM WITH PAYMENT INFORMATION TO ASCD!



I want to attend the ASCD Conference on Teaching and Learning: **Leading and Learning in the 21st Century**, in Washington, DC on **October 30–November 1, 2009!**



PLEASE TYPE OR PRINT FOR NAME BADGE.

NAME Mr. Mrs. Ms. Dr. ASCD MEMBER/CUSTOMER ID (IF KNOWN)

JOB TITLE

SCHOOL/DISTRICT

ADDRESS ADDRESS HOME OFFICE ADDRESS

CITY STATE/PROVINCE ZIP/POSTAL CODE COUNTRY

WORK PHONE HOME PHONE FAX

E-MAIL (**E-mail address is mandatory**). You will be e-mailed details about session handouts, including when and where (URL location) they will be available. No printed handouts will be available on-site.)

CHECK IF YOU HAVE A DISABILITY REQUIRING SPECIAL PROVISIONS OR SERVICES. PLEASE SPECIFY: _____

**IMPORTANT
PLEASE READ AND RETAIN**



In the interest of the planet, ASCD is going green. Printed handouts will no longer be provided for pre-conferences and conference sessions. Registered participants will receive registration confirmation and notification of how to access the handouts via e-mail. All session handouts will be posted on the ASCD Web site and will be made available approximately one month prior to the event for downloading. Be on the look-out for an e-mail from ASCD that will provide details on how to access the handouts.

Prior to attending the pre-conference and/or conference we encourage you to download the handouts to your laptop or print the copies and bring them with you to the sessions.

PLEASE NOTE: Meeting rooms will not have wireless access and will have limited electrical outlets.

We appreciate your assistance in helping us make the ASCD Conference on Teaching & Learning an earth-friendly event.

Session Reservations: Make a Choice! Reserve Tickets Now!

Make Your Session Reservations: Write the Session Numbers of the sessions you wish to attend in the spaces provided below. Please indicate alternative choices, in the event your first choice is full. You may enter Morning AND Afternoon choices. Popular sessions fill up quickly! General Sessions, Networking Breakfasts & Discussions, and Debriefing & Reflection Sessions DO NOT require a reservation.

Friday

FRIDAY MORNING SESSIONS
October 30, 10:00 a.m.–12:00 noon

1st Choice: Session Number _____
2nd Choice: Session Number _____
3rd Choice: Session Number _____
4th Choice: Session Number _____

FRIDAY AFTERNOON SESSIONS
October 30, 1:30–3:30 p.m.

1st Choice: Session Number _____
2nd Choice: Session Number _____
3rd Choice: Session Number _____
4th Choice: Session Number _____

Saturday

SATURDAY MORNING SESSIONS
October 31, 10:00 a.m.–12:00 noon

1st Choice: Session Number _____
2nd Choice: Session Number _____
3rd Choice: Session Number _____
4th Choice: Session Number _____

SATURDAY AFTERNOON SESSIONS
October 31, 1:30–3:30 p.m.

1st Choice: Session Number _____
2nd Choice: Session Number _____
3rd Choice: Session Number _____
4th Choice: Session Number _____

Sunday

SUNDAY MORNING SESSION
November 1, 8:30–10:30 a.m.

1st Choice: Session Number _____
2nd Choice: Session Number _____
3rd Choice: Session Number _____
4th Choice: Session Number _____

**PLEASE DO NOT MAKE
TRAVEL ARRANGEMENTS**

**UNTIL YOU HAVE RECEIVED
YOUR REGISTRATION
CONFIRMATION AND
HOTEL RESERVATION FORM.**



Be sure to fill out both sides of the **REGISTRATION FORM**. Use the other side to fill out your registration and payment information. >>>

Registration Form

RETURN TO ASCD TODAY!

RETURN BOTH PARTS OF YOUR REGISTRATION FORM WITH PAYMENT INFORMATION TO ASCD!



I want to attend the ASCD Conference on Teaching and Learning: Leading and Learning in the 21st Century, in Washington, DC on October 30–November 1, 2009!



PLEASE TYPE OR PRINT FOR NAME BADGE.

Registration Fees

REGULAR

- \$429 (ASCD members) \$ _____
- \$493 (nonmembers) \$ _____

OCTOBER 29 PRE-CONFERENCE INSTITUTES (CHOOSE ONE)

See page 15 for Pre-Conference Institute Information.

- Supervising the Art and Science of Teaching: A New Approach to Lesson Observation and Lesson Design*
 - \$249 (ASCD members) \$ _____
 - \$313 (nonmembers) \$ _____
 - + \$22 materials fee \$ _____
- Helping Learning Leaders Succeed in the 21st Century*
 - \$249 (ASCD members) \$ _____
 - \$313 (nonmembers) \$ _____
 - + \$24 materials fee \$ _____

NONMEMBERS PAYING NONMEMBER REGISTRATION FEE:

- Add a NEW Select Membership for just \$25!* \$ _____

RENEW ASCD MEMBERSHIP* WITH REGISTRATION. PLEASE SELECT ONE:

- Basic \$49 Select \$89 Premium \$219 \$ _____

REGISTRATION TOTAL: \$ _____

*Membership rates subject to change.

Payment Information

Payment or purchase orders **MUST** accompany registration forms.

- Check made payable to ASCD enclosed. (All sales are in U.S. dollars. To pay in Canadian dollars, please add 21% to the U.S. dollar amount.)
- Purchase order enclosed.
- Institutional Membership Voucher(s) enclosed.

Charge my: MasterCard VISA AMEX DISCOVER CARD

Account No. _____ Expiration Month/ Year _____

Signature _____

Name on Card (Please Print) _____

PRIORITY CODE: R04

MEETING CODE: PDI0TL003

Satisfaction Guaranteed

Our goal is to exceed your expectations for quality products and service. If within 45 days of the conference you feel that we have fallen short of this goal, we will give you a voucher for a future professional development event within the next year.

How to Register

Internet: www.ascd.org/register

Phone: Call Toll-Free: 800-933-ASCD (2723) or 703-578-9600, then press 1 (Hours: Mon.–Fri. from 8:00 a.m.–6:00 p.m., Eastern Time)

Mail: ASCD Conference Registration
P.O. Box 17035
Baltimore, MD 21298-8431
USA

Fax: 703-575-5414

E-mail: member@ascd.org

PLEASE DO NOT MAKE TRAVEL ARRANGEMENTS UNTIL YOU HAVE RECEIVED YOUR REGISTRATION CONFIRMATION AND HOTEL RESERVATION FORM.

Save with ASCD Team Discounts!

Get a free registration for every fifth person you register from the same school or organization. (Registrations must be submitted together.)

Be sure to fill out both sides of the **REGISTRATION FORM**. Use the other side to list the sessions you wish to attend and alternatives for each time slot.