# NATIONAL CONFERENCE ON EDUCATION 2022

## REGISTRATION FORM
February 17–19 • Nashville, TN

## AASA Member ID #: ______________________________

**First Name** | **Last Name**
---|---

Nickname (for badge)

**Job Title**

**School District**

**Preferred Address**

**Address Line 2**

**City** | **State** | **Zip**
---|---|---

**Preferred Email** | **Secondary Email**

**Office Phone** | **Fax**

**Twitter Handle**

### Gender:
- [ ] Male
- [ ] Female

- If you would prefer your email address not be included on AASA registration lists that may be purchased by exhibiting and sponsoring companies, please check this box.

### Type of registration (check one):
- [ ] Individual Registration
- [ ] Team Registration

(see team registration requirements at right)

### How many AASA National Conferences on Education have you attended?
- [ ] 1–5
- [ ] 6–10
- [ ] 11–15
- [ ] 16–20
- [ ] 21+

### Do you have any special needs?
- [ ] Yes
- [ ] No

If yes, please specify:

### Job category (check one):
- [ ] Superintendent
- [ ] Assistant Superintendent
- [ ] School Board Member
- [ ] Curriculum Director
- [ ] Principal or Assistant Principal
- [ ] Executive Director/ Director or Assistant Director
- [ ] Consultant
- [ ] Central Office Administrator
- [ ] Professor/Graduate Student
- [ ] Other Cabinet Member
- [ ] Retired
- [ ] Other

### Type of district (check one):  
- [ ] Rural/Small School
- [ ] Suburban
- [ ] Urban
- [ ] N/A

### What is your district’s total annual budget for education products?
- [ ] Under $499,999
- [ ] $499,999–$999,999
- [ ] $1,000,000–$4,999,999
- [ ] $5,000,000–$9,999,999
- [ ] $10,000,000–$19,999,999
- [ ] $20,000,000–$99,999,999
- [ ] More than $100 million
- [ ] More than $5 million
- [ ] Uncertain

### Primary decision to attend (check one):
- [ ] Education
- [ ] Exhibits
- [ ] Location
- [ ] Networking Opportunities

### How many years have you been in the field of education?
- [ ] 1–5
- [ ] 6–10
- [ ] 11–15
- [ ] 16–20
- [ ] 21+

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### STEP 1. ATTENDEE REGISTRATION FEES

Each paid individual or team registration fee includes admission to all conference sessions, the NCE Exhibit Hall and coffee breaks.

<table>
<thead>
<tr>
<th></th>
<th>EARLY JULY 20–2022</th>
<th>REGULAR NOV. 1–2022</th>
<th>LATE AFTER JAN. 15</th>
</tr>
</thead>
<tbody>
<tr>
<td>MEMBER – Attendee Member*</td>
<td>$705</td>
<td>$805</td>
<td>$905</td>
</tr>
<tr>
<td>NMBR – Nonmember Attendee</td>
<td>$925</td>
<td>$1,025</td>
<td>$1,130</td>
</tr>
<tr>
<td>PROF/ST – Professor Member/ Graduate Student*</td>
<td>$405</td>
<td>$505</td>
<td>$605</td>
</tr>
<tr>
<td>RETIRED – Retired Member*</td>
<td>$405</td>
<td>$505</td>
<td>$605</td>
</tr>
<tr>
<td>EMER – Life/Honorary/ Emeritus Member*</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>COMPREHEN – Comprehensive Registration**</td>
<td>$1,130</td>
<td>$1,230</td>
<td>$1,330</td>
</tr>
</tbody>
</table>

* Membership status will be verified and the appropriate rate will be applied.

** Comprehensive Registration (CR) includes conference registration and one year of AASA membership, benefits and services. It excludes ticketed events.

### TEAM REGISTRATION

<table>
<thead>
<tr>
<th></th>
<th>TEAM – Team Registration</th>
<th>$625 ea.</th>
<th>$755 ea.</th>
<th>$895 ea.</th>
</tr>
</thead>
</table>

Credit card payments for team registrations must be processed online. Visit www.aasa.org/nce.

For check and purchase order (P.O.) payments, you may use this form. Please note: AASA will assess a $25 processing fee for every PO. All PO must be paid in full before the attendee(s) may receive their badge and conference materials.

Minimum of 3 people are required from the same school district to be eligible for the team discount. At least 1 person must be a current Active Member. ALL forms MUST be submitted at the same time, NO EXCEPTIONS. Discount is not valid without school district and Member ID #.

**School District:** ______________________________________________________

**ID # of AASA Member:** __________________________________________________

### STEP 2. GUEST REGISTRATION

<table>
<thead>
<tr>
<th></th>
<th>SPOUSE – Spouse</th>
<th>$90</th>
<th>$90</th>
<th>$90</th>
</tr>
</thead>
</table>

Spouse/guest registration includes admission to the general sessions, NCE Thought Leaders, coffee breaks and the NCE Exhibit Hall. Spouses/guests are considered to be persons who are NOT AASA Members and who do not work in the field of public education. If spouses/guests would like to participate in educational sessions, they need to be registered as regular attendees.

### REGISTRATION CHANGES AND CANCELLATIONS

Cancellations in this section refer to the cancellation of the registration in its entirety.

- Cancellation requests received by Friday, December 17, 2021, will receive a refund minus a $100 cancellation fee.
- If paid by a P.O., the P.O. processing fee will not be refunded if the registration is cancelled.
- Cancellation requests received starting Saturday, December 18, 2021, will not be refunded.
- Check refunds will be processed post-convention.
- Cancellations must be made in writing via fax to 415-293-4070, Attn: AASA Registration, or via email to aassupport@nmrus.org by December 17, 2021.

### INCLEMENT WEATHER POLICY

AASA will not cancel a conference due to inclement weather. AASA will issue refunds to those registrants who notify us of their verifiable weather-related travel cancellation less a $100 processing fee and a $25 P.O. fee if registration was paid by P.O.
IMPORTANT NOTE ABOUT HOUSING FOR 2022
Between July 20 and October 31, 2021, you do not need to be registered for the conference in order to secure your housing arrangements. However, please note that AASA reserves the right to cancel any hotel reservations for individuals who have not registered to attend the conference by October 31, 2021.

REGISTRATION CHANGES AND CANCELLATIONS
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INCLEMENT WEATHER POLICY
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STEP 3. TICKETED EVENTS
☐ SCON Special Contracts Session
  Thursday, February 17, 9 – 11am
  $75 ______ # of tickets

☐ FEDLN Federal Relations Luncheon
  Thursday, February 17, Noon – 1:30pm
  $70 ______ # of tickets

☐ MEMLN Effie H. Jones Memorial Luncheon
  Friday, February 18, 12:30 – 2:30pm
  $70 ______ # of tickets

☐ PRECN1 AASA Pre-Conference Workshop
  Advancing Your Equity Stance as a Central Office Leader
  Wednesday, February 16, 1 – 5pm
  $125/$135/$145

☐ PRECN2 AASA Pre-Conference Workshop
  Building a High-Impact Board Superintendent Strategic Governing Team
  Wednesday, February 16, 1 – 5pm
  $125/$135/$145

☐ PRECN3 AASA Pre-Conference Workshop
  Your Roadmap to 21st Century Education Starts Here
  Wednesday, February 16, 1 – 5pm
  $125/$135/$145

☐ PRECN4 AASA Pre-Conference Workshop
  Developing Resilience Under Fire
  Wednesday, February 16, 1 – 5pm
  $125/$135/$145

☐ Blessings in a Backpack Donation
  Providing meals to students over weekends
  $__________

STEP 4. PAYMENT INFORMATION
1. Total Attendee Registration Fee(s) $__________
2. Total Guest Registration Fee(s) $__________
3. Total Ticketed Events Fee(s) $__________
4. PURCHASE ORDER FEE
  * Add $25 P.O. Processing Fee (if applicable) $__________

TOTAL REGISTRATION FEE
(add 1–4 above): Full payment/P.O. must accompany your registration form. AASA reserves the right to charge the correct amount.$__________

REGISTRATION INSTRUCTIONS
• Be sure to print or type your registration. Your name will appear on your badge exactly as you write it.
• Register your spouse in the space provided and note appropriate fees.
• Register for events and lunches and note appropriate fees. Photocopy the form to register additional attendees and keep a copy for your records.

3 WAYS TO REGISTER
1. Online — register online at www.aasa.org/nce and receive your confirmation right away by email. Note: Registrations with P.O. or check payments must be mailed or faxed. Use of the registration form will delay receipt of your National Conference on Education registration confirmation ID, required to access online housing.
2. Fax your registration to: AASA Registration, 415-293-4070
3. Mail your registration to: AASA Registration
   639 Isbell Road, Suite 330
   Reno, NV 89509

METHOD OF PAYMENT (CHECK ONE):
☐ Check or money order $ ______________
  Please make all checks payable to AASA.
☐ Purchase order $ (must add $25 for P.O. fee) ______________
☐ Credit card: To pay with a credit card, you must register online.
  Visit www.aasa.org/nce to register.

EMERGENCY CONTACT (REQUIRED)

Emergency Contact Name

Day Phone/Cell Phone
IMPORTANT NOTE ABOUT HOUSING FOR 2022
Between July 20 and October 31, 2021, you do not need to be registered for the conference in order to secure your housing arrangements. However, please note that AASA reserves the right to cancel any hotel reservations for individuals who have not registered to attend the conference by October 31, 2021.

QUESTIONS
If you have any questions regarding registration, call AASA Registration, 866-226-4939 or 415-268-2097 (9am – 9pm EST), or email aasasupport@cmrus.com. Registrations cannot be taken over the phone.

Forgot your AASA membership ID number or have questions about your membership status? Please contact AASA at 703-528-0700 for assistance.

REGISTRATION CATEGORIES

COMPREHENSIVE REGISTRATION
Comprehensive Registration (CR) includes conference registration and one-year membership to AASA with all other AASA benefits and services. It excludes ticketed events.

TEAM REGISTRATION
This registration category provides a discount to districts that bring a team of three or more to the conference. This discount requires a minimum of three attendees from the same school district. At least one person must be a current Active Member.

To receive the team discount, all registrations and payments must be received at one time, whether registering online or via hard-copy form.

If registering online, be sure to select the option for “Online Team Registration.”

If registering with hard-copy forms, AASA must receive a completed registration form for ALL team members. One member of the team MUST be an Active Member of AASA. Fax all forms to the number listed on the registration form.

Credit card payments for team registrations must be processed online. Visit www.aasa.org/nce. For check and purchase order (P.O.) payments, you may use this form.

PROFESSOR/GRADUATE STUDENT REGISTRATION
This registration fee is for AASA Members only. Nonmembers must first acquire AASA membership as college professors or aspiring school system leaders (graduate students), obtain an AASA Member ID number and then register for the conference. You can become a member online at https://my.aasa.org/AASA/MyAASA/Join-AASA.aspx or call 703-875-0766.

TICKETED EVENTS
All registered attendees must purchase a ticket to attend the Dr. Effie H. Jones and Federal Relations Luncheons, the Professional Development Seminars, AASA Pre-Conference Workshops and the Special Superintendents Contracts Session.

Badges are required for entry into the General Sessions, NCE Thought Leaders Series, educational sessions and the NCE Exhibit Hall. Please have your badge with you at all conference events.

PAYMENT INFORMATION
Full payment by check must accompany your registration (with the exception of a P.O.). Please make all checks payable to AASA. To pay by credit card, you must register online. Visit www.aasa.org/nce to register. There are no refunds after December 17, 2021.

Only AASA Members in good standing will receive the published AASA Member rate. The Nonmember rate will be applied to registrations that do not include an AASA Member number. If you have any questions regarding your membership status, please contact AASA at 703-528-0700.

BALANCES DUE
Attendees who arrive on site with a balance due will not be provided their registration materials until they have paid in full.

PURCHASE ORDERS
- Purchase orders may be used for pre-registration, but a full payment must be received by AASA for you to receive your registration materials.
- If AASA has not received full payment before you arrive on site, you will be required to pay the balance due with a credit card in order to receive your registration materials.
- A $25 processing fee applies to all purchase orders.
- Purchase orders will not be accepted on site.

REGISTRATION CANCELLATION/ SUBSTITUTION POLICIES
Cancellations in this section refer to the cancellation of the registration in its entirety.
- Cancellation requests received by December 17, 2021, will receive a refund minus a $100 cancellation fee.
- If paid by a P.O., the P.O. processing fee will not be refunded if the registration is cancelled.
- Cancellation requests received starting December 18, 2021, will not be refunded.
- Check refunds will be processed post-convention.
- Cancellations must be made in writing via fax to 415-293-4070, Attn: AASA Registration, or via email to aasasupport@cmrus.com.
- Substitutions or name changes will be honored for those wishing to be replaced by another representative from their school district. Written requests for substitutions must be received by December 17, 2021, and must contain a completed registration form for the substitute.

SUBSTITUTIONS MUST BE SENT BY MAIL TO:"AASA Registration
639 Isbell Road, Suite 330
Reno, NV 89509
No substitutions will be accepted after December 17, 2021.

INCLEMENT WEATHER POLICY
AASA will not cancel a conference due to inclement weather. AASA will issue refunds to those registrants who notify us of their verifiable weather-related travel cancellation less a $100 processing fee and a $25 P.O. fee if registration was paid by P.O.

CONFIRMATIONS AND REGISTRATION MATERIALS
You will receive a confirmation at the email that you provided either during online registration or on the hard-copy form you submitted for registration. Be sure to bring this form with you on site. You will need it to receive your registration materials, including your name badge and tickets. No registration materials, including your badges and tickets, will be mailed prior to the conference.

If you do not receive a confirmation email within one week of registering, please call AASA Registration at 866-226-4939 or 415-268-2097. All balances must be paid before materials can be provided on site.

SPECIAL REQUESTS
If you have a disability or dietary specifications that require special services, please mark the appropriate box before materials can be provided on site.

226-4939 or 415-268-2097. All balances must be paid prior to the conference.