

# CLTA CONFERENCE REGISTRATION INFORMATION

## REGISTRATION RATES – Join CLTA to Save!

- **CONFERENCE REGISTRATION PACKAGE** includes *Saturday/Sunday Sessions, Saturday Continental Breakfast, Saturday Luncheon & Sunday Brunch (workshops **NOT** included)*:

	EarlyBird Registration (by 1/25/23)	Regular Registration (by 3/12/23)	Late/Onsite Registration {after 3/12/23}
Member	\$245	\$260	\$310
Retiree Member	\$235	\$250	\$300
Student Member	\$225	\$240	\$290
Non-Member	\$305	\$320	\$370

- **CONFERENCE REGISTRATION ONLY** includes *Saturday/Sunday Sessions ONLY (no meals, no workshops)*.

	Regular Registration (by 3/12/23)	Late/Onsite Registration {after 3/12/23}	Virtual Only Conference
Member	\$160	\$210	\$40
Retiree Member	\$150	\$200	\$30
Student Member	\$140	\$190	\$20
Non-Member	\$220	\$270	\$75

- **SELECTED MEALS:**

Saturday Continental Breakfast	\$30
Saturday Awards Luncheon	\$47
Sunday Gala Brunch	\$40

- **PRE-CONFERENCE WORKSHOPS FEES:** *Workshop Fees are **separate** from the Saturday/Sunday Registration Fee.*

	3-Hour Workshop	6-Hour Workshop
Member	\$75	\$150
Retiree Member	\$65	\$130
Student Member	\$55	\$110
Non-Member	\$135	\$270

**SUBMITTING REGISTRATIONS:** Registrations must be submitted online. Phone registrations are **NOT** accepted.

[Register Online](https://clta.net/registration) or cut & paste this URL in your browser: <https://clta.net/registration>

**REGISTERING A GROUP:** Each person of the group must be on a **separate** registration **form**. If registering online, register each person separately using **a unique email address** for each one. Credit Card payments can be for the group total. Just remember to email us ([registrar@clta.net](mailto:registrar@clta.net)) all the names of the people for

whom you are paying so we can match the payment to the registration forms. There is no discount for groups.

**REGISTERING FOR A WORKSHOP:** Remember to **select** your **workshop choice(s)** when registering on-line. The earlier you register, the more likely you are to be enrolled in your chosen workshop(s). Some workshops have limits on the number of participants. Closed workshops will be indicated online.

**DEADLINE FOR REGULAR REGISTRATION:** Registration and payment (or Purchase Order) for the 2023 CLTA Conference **must be received** by March 12, 2023). Late registrations incur a **\$50 late fee**.

**REGISTRATION FEES:** Payment or Purchase Order must accompany registration. All attendees must be registered for the conference and/or workshop. Returned checks will be subjected to a \$35 fee. CLTA reserves the right to charge the actual amount due if this differs from the amount on your form. Lack of payment (or purchase order) will result in the workshop or event not being reserved under your name; we are not responsible for activities that sell out during the time it takes to obtain full payment or purchase order.

**ACCEPTED FORMS OF PAYMENT:**

- **CREDIT CARDS** (Visa; MasterCard; Discover; American Express) can only be accepted online. A receipt is sent to the e-mail address you provide during the payment process. If you are paying for someone other than yourself, include their name in the "PO Number" field or send an email to [registrar@clta.net](mailto:registrar@clta.net) detailing for whom you are paying.
- **CHECKS** (POSTMARKED by 3/3/23; received by 3/12/23) are to be mailed to *Conference Registrar, 8822 WOODMAN Way, Sacramento, CA 95826*. After 3/3/23, please bring your check with you to the on-site registration desk at the conference.
- **PURCHASE ORDERS** must be emailed to [registrar@clta.net](mailto:registrar@clta.net) by 3/12/23. After 3/12/23, bring the PO with you to the on-site registration desk at the conference.

**IMPORTANT NOTE:** Districts are notorious for late payment. Even if your district insists on completing your registration for you, **REGISTER YOURSELF**. Unless we have your registration, we don't know you are attending and can't reserve your seat in your workshop choices. If you **REGISTER YOURSELF**, your workshop choices will be held for you until 3/12/23, no matter how late your district sends your registration/payment.

**PURCHASE ORDER INSTRUCTIONS:**

- **EACH PO** must contain the following information: Attendee name(s) and amount due for each attendee. Invoices are NOT created without a valid purchase order. The purchase order **MUST** emailed (PDF format only) to [registrar@clta.net](mailto:registrar@clta.net). **DO NOT INCLUDE** hotel reservations in this PO (see Hotel Reservations below)
- If purchase order or payment is not received by 12:00 noon (PDT) March 12, 2023, you **MUST** bring it with you to the on-site registration desk at the conference.
- It is each attendee's responsibility to ensure that the CLTA Registrar has received either a PO or payment for your registration; the registrar will not verify this once onsite at the conference. Please make sure to follow up with your finance department before departing for the conference.
- If **PAYMENT** or **PO** is not received, you will be **required to pay** any outstanding balance using a valid credit card, cash or personal check before conference materials will be given. A refund check will be issued after the conference when the purchase order/payment is received.

**CANCELLATIONS/REFUND REQUESTS** must be e-mailed to [registrar@clta.net](mailto:registrar@clta.net), no later than 5:00 pm, Monday March 13, 2023. No refunds will be made after this date. A \$25 administrative fee will be charged for ALL cancellations. All refunds will be processed after the conference. Please allow 8-10 weeks for processing.

**HOTEL RESERVATIONS:** Contact the hotel directly. (Link to hotel website TBD)

**CONFIRMATION OF REGISTRATION** will be sent via email within 5-6 business days after receipt of the correct and completed (i.e. paid in full or with proper purchase order) registration information. If no e-mail address is provided along with your registration, you will NOT get the confirmation. Make sure your e-mail address is correct. Please keep a copy of your confirmation for your records. Since communication is by email, add [registrar@clta.net](mailto:registrar@clta.net), [drive-shares-noreply@google.com](mailto:drive-shares-noreply@google.com) to your address book or "white list" to make sure all communications from CLTA are sent to your in-box, not designated as spam.

**MEMBER VS. NON-MEMBER:** An individual is eligible to pay the member rate if he/she is a current member of CLTA. Do not assume that your district will pay for membership. **The current year runs from September 1, 2022 through August 31, 2023.** Please make sure you have valid documentation of your CLTA membership status (if paid through an affiliate) since the membership information provided by affiliates is not always the most current. In case we do not have your name on a list provided by the affiliates, you would be obliged to pay for membership and follow up with the affiliate **yourself** in order to provide this proof to the registrar for a refund after the conference.

**PHOTOGRAPH PERMISSION:** By registering for this conference, individuals are giving CLTA permission to use any photographs taken in the CLTA website, the CLTA Conference website, the *CLTA Voices* and the CLTA Newsletter.

**EMAIL AND MAILING LIST PERMISSION:** By registering for a workshop, individuals are giving CLTA permission to make their contact information available to the workshop presenter. Workshop presenters often want a list of those enrolled in their workshops with contact information so that they can send them updates & suggestions as to what participants should bring with them to the workshops, Individuals not wishing this information to be released must send an email to [registrar@clta.net](mailto:registrar@clta.net) requesting not to share their email with the presenter of the workshop. CLTA does not sell or share your information (except for workshop presenters as stated above).

**QUESTIONS? CONFUSED BY THE REGISTRATION PROCESS? DIDN'T GET EMAIL WITH PAYMENT INFORMATION? FORGOT HOW MUCH YOU OWE?** Please do **NOT** go through the online registration process again. There is a simpler, quicker solution to the problem. Please contact me at [registrar@clta.net](mailto:registrar@clta.net).

**REGISTER NOW!    ASK FOR FUNDING NOW!    GET PURCHASE ORDERS ISSUED NOW!**