



NYSAFLT 2024 Conference Registration Information & Policies

Membership is required to attend the NYSAFLT Annual Conference.

Registration Fee Schedule

REGISTRATION FEE SCHEDULE:	by Oct. 7	by Oct. 25	after Oct. 25
Member - Full Conference	\$150	\$165	\$180
Member - One Day Rate	\$130	\$145	\$155
Full-time Student (with documentation)	\$65	\$75	\$85
Retiree	\$100	\$115	\$130

11 CTLE hours

Pre-conference workshops are available for \$35 (3 additional CTLE hours)

CTLE

Registrants may earn up to 11 CTLE hours by attending the full conference. Registrants may add a three-hour pre-conference workshop for \$35.

CTLE Verification

To encourage social distancing, we are no longer requiring signatures. At the end of the conference, all attendees wishing documentation for CTLE hours will complete a request online, in which they will confirm which sessions they have attended/viewed and the total number of hours requested. Submission of the form will generate a confirmation email, which attendees should save along with a copy of the program including session descriptions and presenter names.

Submitting Registrations

- **Credit card:** Credit card payment is accepted online and onsite. Register at <https://nysaflt.org/annual-conference/>
- **P.O.:** You may upload your PO with our online registration form. If your district requires a printable registration form to generate a PO, [please use this form](#) to request the PO and then register with the online form once you have your PO.
- **Check:** Registration by check is no longer accepted.

Payment

Payment by credit card or PO must accompany the online registration form 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. NYSAFLT reserves the right to charge the correct amount due if this differs from the amount written on your form or PO.

Purchase Order Instructions

NYSAFLT 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 an email address for invoicing.

Purchase orders will ONLY be accepted from an institution and MUST be uploaded with the registration form. Each purchase order must contain the following information: Attendee(s') name(s) and amount due for each attendee.

IMPORTANT NOTICE: Purchase orders will NOT be accepted onsite as a form of payment. It is each attendee's responsibility to ensure that NYSAFLT 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.

Cancellation/Refund Policy

All requests for refunds must be made in writing to NYSAFLT, no later than Friday, October 25, 2024. No refunds will be made after this date. All refund requests will be subject to a \$75 processing fee and 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 from the original registrant. Such requests are subject to a \$75 processing fee. There will be no refunds due to inclement weather.

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@nysaflt.org. Please keep a copy of your confirmation for your records.

Registration Options:

Pre-conference Workshops: On-site attendees may register to attend a pre-conference workshop on Friday morning. It is not possible to *only* register for a pre-conference workshop.

Meals: Please note that **lunches are included in registration rates**, however, tickets for Friday night's banquet are separate and may be purchased with the registration form (\$75). Please also note that the cost of the banquet is determined by hotel banquet rates.

Children

Children under age 16 will not be permitted in the exhibit hall or in any of the sessions or workshops. The hotel/ conference center may be able to recommend activities for children while you are attending the conference. We appreciate your understanding and cooperation. Children 16 years and over will need to register as an attendee.

Photograph Permission

By registering for this conference, individuals are giving NYSAFLT permission to use any photographs taken during the conference.

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. Vendors often send coupons and special invitations using our attendee list. You may unsubscribe from any vendor mail lists that you do not want to be on.

Questions

If you have questions, please email info@nysaflt.org.