



# NYS AFLT 2025 108<sup>th</sup> ANNUAL CONFERENCE PURCHASE ORDER REQUEST FORM

October 17-18, 2025 \* Crowne Plaza Albany - The Desmond Hotel, Albany, NY

**Use this form if your district requires a registration form to process a PO. Do not submit this form to NYSAFLT. When you have a PO and are ready to register, please use our online form to register.**

Full Name: \_\_\_\_\_ Check here if first time attendee:

Home Address: \_\_\_\_\_

City: \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Cell: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Preferred E-Mail: \_\_\_\_\_

School Affiliation: \_\_\_\_\_

City: \_\_\_\_\_ State \_\_\_\_\_

**REGISTRATION FEE SCHEDULES:**

ON-SITE CONFERENCE – circle one:	by 9/25	by 10/3	after 10/3
Member – Full Conference	\$150	\$170	\$190
Member – One Day Rate	\$130	\$145	\$160
Full-time Student Member	\$65	\$75	\$85
Retiree	\$100	\$115	\$130

**For a \$35 additional fee, you may attend a 3-hour pre-conference workshop.** \$ \_\_\_\_\_  
See separate listing for details.

**MEALS:**

Lunch on Friday and Saturday is included for all participants. Breakfast is on your own. Awards banquet tickets (Friday) may be purchased below.

<p><b>Awards Banquet Dinner – See website for menu details:</b></p> <p style="text-align: right;"># ____ of dinners x \$75 =</p>	\$
Enter total fees (REGISTRATION AND BANQUET) here:	\$

- Payment Options:**
- **Purchase Order:** Register with our online registration form and upload your Purchase order there. Email questions to [info@nysaflt.org](mailto:info@nysaflt.org).
  - **Credit Card:** DO NOT USE THIS FORM IF PAYING BY CREDIT CARD. REGISTER ONLINE.

**NO REFUNDS AFTER October 3rd. There will be a \$15 fee assessed for returned checks**  
**PURCHASE ORDERS MUST BE RECEIVED BY 10/3/25**

NYS AFLT  
148 N. Greenbush Rd, Suite J  
Troy, NY 12180  
716-836-3130  
[NYS AFLT W-9 Form](#)