



All learners,  
many perspectives,  
one community.

## EARLY BIRD REGISTRATION FORM

SAVE \$25 PER DAY —  
REGISTER BY **JULY 31**

*To register for Learning Forward's 2018 Annual Conference, please complete the Registration Form.*

### REGISTRATION POLICIES AND PROCEDURES

Fees for Saturday and Sunday include lunch, materials, and program attendance. Fees for Monday and Tuesday include lunch, general session program, morning sessions, afternoon sessions, and materials. Wednesday's fee includes brunch, general session program, morning sessions, afternoon sessions, and materials.

### REGISTRATION DISCOUNTS

Learning Forward members receive discounted registration. Join, renew, or upgrade your membership and attend the conference at the member rate.

If your registration is submitted on or before July 31, 2018, you will receive an early bird discount of \$25 per day.

REGISTRATION RATES	MEMBER EARLY-BIRD RATE	NONMEMBER EARLY-BIRD RATE
SATURDAY, DEC. 1	\$210	\$230
SUNDAY, DEC. 2	\$210	\$230
MONDAY, DEC. 3	\$210	\$230
TUESDAY, DEC. 4	\$185	\$210
WEDNESDAY, DEC. 5	\$175	\$200

Rates shown in the chart already include the discount of \$25 per day.

### CONFIRMATION

You will receive confirmation by email, but your conference registration won't be complete until you submit your session selection form. Conference materials will be distributed at the conference. Please call the Learning Forward Business Office (800-727-7288) if you do NOT receive confirmation within a week.

### REGISTRATION FORM

**SECTION 1** - Registration data must be filled out completely. Please make sure we have your current email address on the form.

**SECTION 2** - Select and total conference fees.

**SECTION 3** - Membership fees.

**SECTION 4** - Total and payment. Fees are payable by check, Visa, AMEX, MasterCard, Discover, or purchase order. The purchase order must be enclosed with the registration. Learning Forward will invoice your school/district on the purchase order upon receipt. Payment of the invoice must be received before the conference.

### CANCELLATION AND CHANGE POLICY

Cancellations must be sent in writing to the Learning Forward Business Office by Nov. 10, 2018 to receive a full refund. A 50% refund will be given to written requests received by Nov. 19, 2018. A processing fee of \$50 will be deducted from all refunds. No refunds will be issued for cancellations received after Nov. 19, 2018. Learning Forward reserves the right to process refunds after the conference concludes. To transfer registration, make changes to payment method, or reduce or change days attending, email [office@learningforward.org](mailto:office@learningforward.org) or call 800-727-7288. A \$25 handling fee will be assessed.

For more information visit [conference.learningforward.org](http://conference.learningforward.org) | [#learnfwd18](https://twitter.com/learnfwd18)

### 3 WAYS TO REGISTER WITH THIS FORM:

Registrations are accepted by mail, fax, or scan.

All registrations require payment for processing.



**MAIL**

Learning Forward  
Conference Registration  
504 S. Locust Street,  
Oxford, OH 45056



**FAX**

513-523-0638



**SCAN**

[office@learningforward.org](mailto:office@learningforward.org)

### HOTEL:

Gaylord Texan Resort &  
Convention Center  
1501 Gaylord Trail  
Grapevine, Texas 76051 USA  
817-778-1000

### ROOM RATES:

Deluxe: \$214.00/night

Reservation Link:  
<https://book.passkey.com/go/LF2018>

# EARLY BIRD REGISTRATION FORM

## 2018 LEARNING FORWARD ANNUAL CONFERENCE

DEC. 1-5, 2018 | THE GAYLORD  
TEXAN RESORT & CONVENTION  
CENTER | GRAPEVINE, TEXAS

SEND TO:

**BY MAIL:** Learning Forward  
504 S. Locust St., Oxford, OH 45056

**BY FAX:** 513-523-0638

**BY SCANNING:**  
office@learningforward.org

### 1 REGISTRATION DATA: Please print your email address legibly — your conference confirmation will be emailed to you.

First Name \_\_\_\_\_ Last Name \_\_\_\_\_  
*(for your nametag)*

School Dist. or Organization \_\_\_\_\_ Position \_\_\_\_\_

School Name \_\_\_\_\_

Address / Street \_\_\_\_\_

City / State / Province / Zip \_\_\_\_\_

Is this address:  business  home Cell Phone \_\_\_\_\_

Work Email \_\_\_\_\_ Personal Email \_\_\_\_\_

### PLEASE CHECK (✓)

- This is my first Learning Forward Annual Conference.
- I am willing to host a session(s) I am attending. **Be eligible to win a free conference registration!** Hosts will be contacted with details.
- I am willing to volunteer for 2-3 hours during the conference.
- Special diet required: \_\_\_\_\_
- Special access requirements: \_\_\_\_\_
- Check here if you do not wish to have special promotional material sent to you from our conference vendors.

Fees for Saturday and Sunday include lunch; fees for Monday and Tuesday include lunch; fees for Wednesday include brunch. Registrations include admission to Sunday Kick Off Reception, Sponsor Reception, and Affiliate Receptions.

**Cancellation policy.** Cancellation and change policy. Cancellations must be sent in writing to the Learning Forward Business Office by Nov. 10, 2018 to receive a full refund. A 50% refund will be given to written requests received by Nov. 19, 2018. A processing fee of \$50 will be deducted from all refunds. No refunds will be issued for cancellations received after Nov. 19, 2018. Learning Forward reserves the right to process refunds after the conference concludes. To transfer registration, make changes to payment method, or reduce or change days attending, email office@learningforward.org or call 800-727-7288.

### 2 REGISTRATION FEES:

Select the days that apply and fill in amount.  
Trial memberships do not apply.

	MEMBER	NON-MEMBER
<input type="checkbox"/> SATURDAY PRECONFERENCE .....	\$210 _____	\$230 _____
<input type="checkbox"/> SUNDAY PRECONFERENCE .....	\$210 _____	\$230 _____
<input type="checkbox"/> MONDAY CONFERENCE .....	\$210 _____	\$230 _____
<input type="checkbox"/> TUESDAY CONFERENCE .....	\$185 _____	\$210 _____
<input type="checkbox"/> WEDNESDAY CONFERENCE .....	\$175 _____	\$200 _____
SUBTOTAL	\$ _____	\$ _____

### 3 MEMBERSHIP PRICES: Join, renew, or upgrade your membership.

- Digital Membership ..... \$69 \_\_\_\_\_
- Standard Membership ..... \$99 \_\_\_\_\_
- Comprehensive Membership ..... \$159 \_\_\_\_\_

These are one-year memberships. Go to [www.learningforward.org/join-renew/membership-options](http://www.learningforward.org/join-renew/membership-options) for a complete description of membership benefits.

SUBTOTAL \$ \_\_\_\_\_

### 4 TOTAL & PAYMENT: Add [2] and [3]

[2] Subtotal Registration ..... \$ \_\_\_\_\_ Billing Address \_\_\_\_\_

[3] Subtotal Membership ..... \$ \_\_\_\_\_

TOTAL \$ \_\_\_\_\_

Card No. \_\_\_\_\_

Exp. Date \_\_\_\_\_ Security Code \_\_\_\_\_

Signature \_\_\_\_\_

#### FEES ARE PAYABLE BY:

- MasterCard  Visa  Discover  AMEX
- Check *(must accompany form)*
- Purchase order *(must accompany form)*

Registration fees made payable to Learning Forward must accompany this form. Invoice(s) issued on purchase order(s) must be paid prior to the conference.



conference.learningforward.org  
#learnfwd18