

To register for Learning Forward's 2019 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.

REGISTRATION	EARLY REGISTRATION (4/30/2019 – 10/31/2019)		REGULAR & ONSITE REGISTRATION (11/1/2019 – 12/11/2019)	
	MEMBER	NONMEMBER	MEMBER	NONMEMBER
SATURDAY, DEC. 7 Preconference only	\$249	\$324	\$259	\$334
SUNDAY, DEC. 8 Preconference only	\$249	\$324	\$259	\$334
MONDAY, DEC. 9	\$224	\$299	\$234	\$309
TUESDAY, DEC. 10	\$224	\$299	\$234	\$309
WEDNESDAY, DEC. 11	\$214	\$289	\$224	\$299

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, 2019 to receive a full refund. A 50% refund will be given to written requests received by Nov. 19, 2019. A processing fee of \$50 will be deducted from all refunds. No refunds will be issued for cancellations received after Nov. 19, 2019. 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. A \$25 handling fee will be assessed.

To register for Learning Forward's 2019 Annual Conference, please visit conference.learningforward.org

Hotel Reservation Link: conference.learningforward.org/hotel

**BUNDLE
3 OR MORE
DAYS
AND SAVE
UP TO \$75!**

EARLY BIRD BUNDLE DISCOUNTS

(4/30/2019 – 7/31/2019)

Any 3 days = **save \$75**
Any 4 days = **save \$100**
Any 5 days = **save \$125**

EARLY BUNDLE DISCOUNTS

(8/1/2019 – 10/31/2019)

Any 3 days = **save \$50**
Any 4 days = **save \$75**
Any 5 days = **save \$100**

REGULAR BUNDLE DISCOUNTS

(11/1/2019 – 12/11/2019)

Any 3 days = **save \$25**
Any 4 days = **save \$50**
Any 5 days = **save \$75**

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



CONFERENCE REGISTRATION FORM

2019 LEARNING FORWARD ANNUAL CONFERENCE

MARRIOTT ST. LOUIS GRAND HOTEL &
AMERICA'S CENTER CONVENTION COMPLEX

DECEMBER 7-11, 2019 | ST. LOUIS, MO

SEND BY MAIL:

Learning Forward
504 S. Locust St.,
Oxford, OH 45056

BY FAX:

513-523-0638

BY SCAN:

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.

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	\$259 _____	\$334 _____
<input type="checkbox"/> SUNDAY PRECONFERENCE	\$259 _____	\$334 _____
<input type="checkbox"/> MONDAY CONFERENCE	\$234 _____	\$309 _____
<input type="checkbox"/> TUESDAY CONFERENCE	\$234 _____	\$309 _____
<input type="checkbox"/> WEDNESDAY CONFERENCE	\$224 _____	\$299 _____
<input type="checkbox"/> BUNDLING DISCOUNT	\$ _____	\$ _____
SUBTOTAL	\$ _____	\$ _____

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 Reception.

Cancellation policy. Cancellation and change policy. Cancellations must be sent in writing to the Learning Forward Business Office by Nov. 10, 2019 to receive a full refund. A 50% refund will be given to written requests received by Nov. 19, 2019. A processing fee of \$50 will be deducted from all refunds. No refunds will be issued for cancellations received after Nov. 19, 2019. 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.

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 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.

* This pricing begins on 11/1/19



conference.learningforward.org
#learnfwd19