



2017 CONFERENCE REGISTRATION WORKSHEET

1. PRE-CONFERENCE EVENT FEES Nov. 29	EARLY June 7 - Aug. 1	REGULAR Aug. 2 - Nov. 8	LATE After Nov. 8
Orientation for New Trustees	() x \$250* = _____	() x \$250* = _____	() x \$300* = _____
Legal Symposium for Experienced Board Members	() x \$250* = _____	() x \$250* = _____	() x \$300* = _____
Delegate Assembly Luncheon (<i>open to Delegates only</i>)	() x \$79* = _____	() x \$79* = _____	() x \$79* = _____
Board Presidents Workshop	() x \$250* = _____	() x \$250* = _____	() x \$300* = _____
2. CONFERENCE REGISTRATION FEES Nov. 30 - Dec. 2	EARLY June 7 - Aug. 1	REGULAR Aug. 2 - Nov. 8	LATE After Nov. 8
CSBA Members**	() x \$495 = _____	() x \$510 = _____	() x \$695 = _____
Spouse†	() x \$35 = _____	() x \$35 = _____	() x \$35 = _____
Other (<i>Individuals not affiliated with any school district or COE</i>)	() x \$955 = _____	() x \$955 = _____	() x \$955 = _____
Student Board Members (<i>Includes student program and meals</i>)	() x \$350 = _____	() x \$350 = _____	() x \$400 = _____
Past CSBA Presidents	Complimentary	Complimentary	Complimentary
Executive Assistants one-day registration (<i>Event is Friday, Dec. 1. Includes continental breakfast and lunch</i>)	() x \$309 = _____	() x \$309 = _____	() x \$359 = _____
Subtotal (Conference Fees)	\$ _____	\$ _____	\$ _____

CA COUNCIL OF SCHOOL ATTORNEYS ANNUAL MEETING AND LUNCHEON***
Thurs., Nov. 30 and Fri., Dec. 1

If you are interested in registering for the CA Council of School Attorneys Annual Meeting and Luncheon, please contact Anita Ceballos at (916) 669-3248 or aceballos@csba.org.

† Individuals not affiliated with any school district or county office of education.

* Member fee

** Individual board members, administrators, teachers and staff are considered members of CSBA if their district or county office is a member.

*** You do not need to register for CSBA's Annual Education Conference to attend the CCSA meeting and luncheon. Registration of the CCSA meeting does not permit access to the CSBA Annual Education Conference and Trade Show.

3. MEAL FUNCTION FEES	
Thursday, Nov. 30	
California Suburban School Districts Association Luncheon	() x \$79 = _____
Urban School Districts Luncheon	() x \$79 = _____
Small School Districts Luncheon	() x \$79 = _____
California Latino School Boards Association (CLSBA) Luncheon	() x \$79 = _____
Chaperone ticket for Student Board Member Ice Cream Social	() x \$55 = _____
CSBA Golden Bell Awards Reception and Ceremony	() x \$79 = _____
Friday, Dec. 1	
Asian Pacific Islander School Board Members Association Breakfast	() x \$55 = _____
CCBE Breakfast/Membership Meeting	() x \$55 = _____
California Association of Black School Educators Luncheon	() x \$79 = _____
CCSA (<i>Luncheon only</i>)	() x \$79 = _____
ACSA Superintendents Luncheon	() x \$79 = _____
CSBA Legislative Network Luncheon	() x \$79 = _____
Chaperone ticket for Student Board Member Networking Luncheon	() x \$79 = _____
Saturday, Dec. 2	
CSBA/California Women Lead Breakfast	() x \$55 = _____
Fellowship Breakfast	() x \$55 = _____
Subtotal (Meal Function Fees)	\$ _____

★ Total (Conference + Meal Function Fees)	\$ _____
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Registrations must be paid in full by the deadline date or you will be charged the higher rate.

Make checks payable to California School Boards Association, c/o West America Bank, P.O. Box 1450, Suisun City, CA 94585-4450 noting the EXP-Invoice # = Booking ID included on confirmation email. Completed forms can be faxed to (888) 772-1888. This fax line is PCI compliant. Direct all registration inquiries to csba@experient-inc.com or (800) 424-5249 between 8:00 a.m. and 3:00 p.m.

Name	Title	
School District/County Office/Agency		
Address	City	Zip
Phone	Email	
Check/Visa/MasterCard/American Express #	Expiration Date	
Spouse' Registration Name (Please indicate the name of spouse who is being registered at the \$35 fee. Note: Meal functions require additional purchased tickets.)		

REGISTRATION INSTRUCTIONS

If you are processing through the district/county office, fill out a copy of this registration form and submit it to your district/county superintendent's executive assistant. The executive assistant will complete the form online and submit the registration for all district/county conference attendees to CSBA.

A separate registration form is required for each individual registrant if submitting offline.

When completing the conference registration form(s), fill in all required information, calculate the total amount due and include a check payable to California School Boards Association, c/o West America Bank, P.O. Box 1450, Suisun City, CA 94585-4450 noting the EXP-Invoice # = Booking ID or Visa/MasterCard/American Express number. One check or Visa/MasterCard/American Express can be used for multiple registrants.

- CSBA does not accept purchase order payment for AEC registration fees.
- Registration will not be processed unless properly completed with a check or Visa/MasterCard/American Express number included for the total amount indicated.
- Check payments delay processing and must be received no later than November 1, 2017. Otherwise, it must be brought onsite to the registration desk to pay outstanding balance. Registration opens at 7:00 a.m. on November 29.
- Meal functions are open to all conference attendees who wish to purchase meal function tickets, including spouse registrants (except for the Golden Bell Awards event which does not require full conference registration).
- Please purchase tickets in advance. Tickets will not be sold after 5:00 p.m. the day before each function. **No tickets will be sold at the door.**
- Individual board members, administrators, teachers and staff are considered members of CSBA if their district or county office of education is a member, and must register at the CSBA member rate.

SPOUSE REGISTRATION TERMS AND CONDITIONS

Each conference registrant is limited to one spouse registration at the \$35 fee. Spouse registrations are only available to CSBA members. A spouse is defined as a spouse or significant other who is not affiliated with or employed by a California school district or county office of education (including board members, administrators, teachers or staff). Co-workers or associates are not eligible to use the spouse registration category. If this registration category is used by someone other than a spouse, the registrant will be charged a full conference registration fee for that person. Spouses will receive a badge giving them access to all general sessions, breakout sessions and the trade show floor. Meal functions require an additional purchased ticket for all attendees, including spouses.

THIS IS AN ELECTION YEAR

If you wish to pre-register a board member, but will not know the person's name until after the November election, write in "Pending Board Member" on the Name line of the conference registration form. CSBA will contact the district/county superintendent's executive assistant after the election to obtain the newly elected board member(s) name(s).

EXPECTING A CHANGE IN SUPERINTENDENT

If you know you will have a new superintendent and wish to pre-register them for AEC you can do so by writing in "Pending Superintendent" on the Name line of the conference registration form. CSBA will contact the district/county superintendent's executive assistant to obtain the new superintendent's name.

ANNUAL EDUCATION CONFERENCE CANCELLATION POLICY AND PAYMENT TERMS

Cancellation/refund requests must be submitted in writing no later than November 9, 2017, three (3) weeks prior to the start date of the conference. There will be a 25 percent cancellation fee for each registration deducted from all refunds (excluding ticketed meal functions which are fully refundable). Direct all cancellation and refund requests to csba@experient-inc.com or by fax to (888) 772-1888 between 8:00 a.m. and 3:00 p.m.

After November 9, 2017, the three (3) week deadline, there will be no refunds on registration fees or separately purchased meal functions. There are no refunds for no-shows.

Refunds of fees paid will be issued to the district less the appropriate cancellation fee. If payment of the registration has not yet been made an updated copy of the invoice showing the cancellation fee will be mailed to your district for payment.

Early registrations and regular registrations must be paid in full by the deadline date or you will be charged the registration rate in effect at the time of payment.

SPECIAL ACCOMMODATIONS



The California School Boards Association's Annual Education Conference is accessible to persons using wheelchairs and other disabilities. Informational materials may be available in large print. Assistive listening devices, materials in other alternate formats, and other accommodations may be made upon request. Contact (800) 266-3382 ext. 3344. Providing at least three weeks' notice will help to ensure availability.

In order to assist CSBA's efforts to accommodate persons with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities, attendees are reminded that other attendees may be sensitive to various chemical based scented products. Please help CSBA accommodate these individuals.

PRIVACY POLICY

CSBA will not release information about the registration or attendance of registrants other than in response to governing board action requesting such information or in response to a lawful subpoena or court order.

EARLY REGISTRATION FEES VALID UNTIL AUGUST 1, 2017

Save time, go online! Online registration is available at aec.csba.org through November 27, 2017.