

🕒 Pre-Conference Activities Fees*   Nov. 30 – Dec. 2	Regular Aug. 27 – Nov. 13	Late Nov. 14 – 24
Orientation for New Trustees (Nov. 30)	( ) x \$375 =	( ) x \$425 =
Legal Symposium for Experienced Board Members (Nov. 30)	( ) x \$375 =	( ) x \$425 =
Board Presidents Workshop (Dec. 1)	( ) x \$375 =	( ) x \$425 =
Student Board Member Program (Dec. 2)	( ) x \$375 =	( ) x \$425 =
Executive Assistant Program (Dec. 2) <i>Note: The EA Program is included in all EAs' full conference registration.</i>	Included	Included

**Subtotal (Pre-Conference Fees) \$** \_\_\_\_\_

🖥️ Virtual Conference Registration Fees   Dec. 3 – 4	Registration Aug. 27 – Nov. 24
CSBA Members**	( ) x \$399 =
Past CSBA Presidents	Complimentary
Other (Individuals not affiliated with any school district or COE)	( ) x \$1,450 =

**Subtotal (Conference Fees) \$** \_\_\_\_\_

*Registrations must be paid in full by the deadline date or you will be charged the registration rate in effect at the time of receipt by CSBA.*

**Total \$** \_\_\_\_\_

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

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](mailto: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/Credit Card # \_\_\_\_\_ Expiration Date \_\_\_\_\_ CVV \_\_\_\_\_

---

## Registration instructions

If you are processing through the district/county office, fill out a copy of this registration worksheet 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 worksheet is required for each individual registrant if submitting offline.**

- » CSBA does not accept Purchase Order payments for AEC registration fees.
- » Registration will not be processed unless properly completed with a check or credit card number included for the total amount indicated. CSBA accepts MasterCard, Visa, American Express, and Discover with expiration dates after December 31, 2020.
- » Check payments delay processing and must be received no later than September 31, 2020.
- » Individual board members, administrators, teachers and staff are considered members of CSBA if their district or county office of education is a member, and register at the CSBA member rate.

### 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 worksheet. 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 worksheet. CSBA will contact the district/county superintendent's executive assistant to obtain the new superintendent's name.

---

## AEC cancellation policy and payment terms

**General Notice:** Please review the following notice carefully if you will be attending the 2020 CSBA Annual Education Conference (AEC).

Due to the unpredictable nature of the COVID-19 pandemic and out of an abundance of caution, CSBA has decided that the 2020 Annual Education Conference (AEC) scheduled in Anaheim, will go virtual.

CSBA has taken into consideration the recent trend of COVID-19 cases throughout the state and feels that the best decision is to move forward with a virtual AEC. We value the health of our members, vendors, partners, and staff and believe that it would not be prudent to conduct a large in-person conference as originally planned.

**Conversion of In-Person Registration to Virtual:** Individuals who have already registered for in-person attendance will be automatically registered for virtual attendance, and any difference in fees shall be refunded by CSBA.

**Cancellation of Virtual Attendance by Registrant:** For a full refund, cancellation requests must be submitted in writing no later than close of business on November 12, 2020, three (3) weeks prior to the start date of the conference. \$100 cancellation fee will be deducted for each registration cancelled after November 12, 2020.

**All cancellation requests** should be directed to [csba@experient-inc.com](mailto:csba@experient-inc.com) or by fax to (888) 772-1888.

---

## Membership dues

School districts and county office of educations must have paid their CSBA membership dues in full on or before September 15 in order to attend AEC. If dues are unpaid, all registration(s) for that district or country office of education will be cancelled and a refund issued.

---

## Special accommodations

Pursuant to the Americans with Disability Act, please contact [aec@csba.org](mailto:aec@csba.org) to request accommodations.

---

## 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.