csbaaec
annual education conference *and trade show* 2012

2012 Conference Pre-Registration Worksheet

(Aug. 11 – Nov. 9)

CSBA Annual Education Conference and Trade Show | November 29 – December 1, San Francisco | **aec.csba.org**

Pre-conference event fees *(valid through Nov. 9)*

Wednesday, November 28

Orientation for New Trustees	____@ $195*
Legal Symposium for Experienced Board Members	____@ $195*
Delegate Assembly Luncheon *(open to Delegates only)*	____@ $69
Board Presidents Workshop	____@ $195*

Conference pre-registration fees *(Aug. 11 - Nov. 9)*

Thursday, November 29 through Saturday, December 1

CSBA Members**	____@ $455
Spouse/Partner† *(complimentary)*	____@ $0
Other *(Individuals not affiliated with any school district or COE)*	____@ $925
Student Board Members *(Includes student program and meals)*	____@ $350
Past CSBA Presidents *(complimentary)*	____@ $0
Executive Assistants one-day registration *(Event is Friday, Nov. 30. Includes continental breakfast and lunch)*	____@ $250

Meal functions and activities fees

Thursday, November 29

California Suburban School Districts Association Luncheon	____@ $69
Urban School Districts Luncheon	____@ $69
Small School Districts Luncheon	____@ $69
California Latino School Boards Association (CLSBA) Luncheon	____@ $69

Friday, November 30

Asian Pacific Islander School Board Members Association Breakfast	____@ $45
Association of Low Wealth Schools Breakfast	____@ $45
California Coalition of Black School Board Members (CCBSBM) Breakfast	____@ $45
CCBE Breakfast/Membership Meeting	____@ $45
CCSA/CCA *(Luncheon only)*	____@ $69
ACSA Superintendents Luncheon	____@ $69
CSBA Legislative Network Luncheon	____@ $69
Chaperone ticket for Student Board Member Networking Lunch	____@ $69

Saturday, December 1

Fellowship Breakfast	____@ $45
CSBA/California Women Lead Breakfast	____@ $45
Chaperone ticket for Student Board Member Breakfast	____@ $45
CSBA Golden Bell Awards Luncheon	____@ $69

CA Council of School Attorneys and County Counsels Association Joint Annual Meeting and Luncheon***

Thursday, November 29 and Friday, November 30

If you are interested in registering for the CA Council of School Attorneys and County Counsels Association Joint Annual Meeting and Luncheon, please contact Shelley Cody at (916) 669-3268 or scody@csba.org.

Total **$** _____

Make checks payable to CSBA, Attn: A/R, P.O. Box 1660, West Sacramento, CA 95691-1660 prior to **November 9, 2012**. If paying by purchase order or credit card, please fax completed form along with payment information to (916) 669-3366. Direct all registration inquiries to **register@csba.org** *(preferred)* or (800) 266-3382, ext. 3314. **Please submit a separate form for each attendee.**

Name _____ *Title* _____

School District/County Office/Agency _____

Address _____ *City* _____ *Zip* _____

Phone _____ *Email* _____

Check/P.O./Visa/MasterCard/American Express # _____ *Expiration Date* _____

Spouse/Partner† Registration Name *(Please indicate the name of spouse/partner who is being registered at the complimentary spouse/partner fee.* ***Note:*** *meal functions require additional purchased tickets.)*

† *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/CCA meeting and luncheon. Registration of the CCSA/CCA meeting does not permit access to the CSBA Annual Education Conference and Trade Show.*

CSBA recognizes the impact of current economic times and has maintained the registration rates at the 2007 level.

	Early registration *(online only)* *June 12 – August 10*	**Pre-registration** *August 11 – November 9*	**Onsite registration** *after November 9*
CSBA Members*	$425	**$455**	$525
Spouse/Partner†	Complimentary	**Complimentary**	Complimentary
Student Board Members	$350	**$350**	$350
Past CSBA Presidents	Complimentary	**Complimentary**	Complimentary
Other †	$925	**$925**	$925
Executive Assistants *(Friday, Nov. 30 one-day registration)*	$250	**$250**	$250

Registrations must be paid in full by the deadline date or you will be charged the higher rate.

Registration instructions

If you are processing through the district/county office, fill out a copy of the pre-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 CSBA, purchase order or Visa/MasterCard/American Express number. One check, blanket purchase order or Visa/MasterCard/American Express can be used for multiple registrants. Mail to: CSBA, Attn: A/R, P.O. Box 1660, West Sacramento, CA 95691-1660.

- Registration will not be processed unless properly completed, with a check, purchase order or Visa/MasterCard/American Express number included for the total amount indicated.
- Meal functions are open to all conference attendees who wish to purchase meal function tickets, including spouse/partner registrants (except for the Golden Bell Awards luncheon which does not require full conference registration).
- Please purchase tickets in advance. Only a limited number of meal function tickets will be available onsite until 5:00 p.m. the day before each function. **No tickets will be sold at the door**.
- Separate confirmation letters will be sent to each registrant prior to the conference.
- 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/partner registration terms and conditions

Each conference registrant is limited to one spouse/partner complimentary registration. A spouse/partner 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/partner registration category. If this registration category is used by someone other than a spouse/partner, the registrant will be charged a full conference registration fee for that person. Spouses/partners will receive a badge giving them access to all general session, breakout sessions and the trade show floor, but will not receive a conference bag and program. Meal functions require an additional purchased ticket for all attendees, including spouses/partners.

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).

Annual Education Conference cancellation policy and payment terms

Cancellation/refund requests must be submitted in writing no later than November 8, 2012, 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 the CSBA Registrar by email to register@csba.org; by fax to (916) 669-3366, Attn: Registrar.

After November 8, 2012, the three (3) week deadline, there will be no refunds on registration fees and meal functions. There are no refunds for no-shows. CSBA encourages substitutions from within a district/county office.

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.

Purchase order payment terms are net due 30 days from invoice date. Early registrations and pre-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.

Substitution terms and conditions

If a registrant is unable to attend the conference, a substitute from within the same district/county office may be designated to attend in his/her place. However, a fee of $10 will be charged for any substitutions made onsite.

If you have special needs that we can address to make your participation more enjoyable, please call CSBA at (800) 266-3382 ext. 3275 prior to the conference.

Pre-registration fees valid until November 9, 2012

Save time, go online!

Online registration is available at **aec.csba.org** through November 25, 2012.

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