



Expanding Foundations for Learning

National Conference
The Winter Institute
February 17 - 20, 2010
Hyatt Regency Jacksonville
Riverfront Jacksonville, Florida

Registration

Please print or type the information below: Mail or fax (215-827-5733) completed registration form, along with the registration fee, to: Beyond School Hours XIII Conference, c/o Travel Leaders, 7300 Bustleton Avenue, Suite 231, Philadelphia, PA 19152. Checks should be made payable to Travel Leaders.

Last Name: _____ First Name: _____
Organization: _____ Job Title: _____
Mailing Address: _____
City: _____ State: _____ Zip: _____ Email: _____
Phone: _____ Ext.: _____ Fax: _____ Cell: _____

Conference registration: Early individual registration fee of \$399 is due on or before Tuesday, September 15, 2009. Registration will be \$449 after that date. This fee includes: attendance at sessions of your choice (including materials); keynote speaker sessions, vendor displays and exhibits; opening reception; continental breakfasts on Thursday, Friday, and Saturday; and luncheons on Thursday and Friday. Please note that payment in full must be received by September 15, 2009. After September 15, 2009 the regular registration fee of \$449 applies.

Pre-conference workshop: (Wednesday, February 17, 2010: DIY Staff Development, 9:00-12:00). Pre-conference registration fee is an additional \$99.00.

A non-refundable \$20.00 fee per registration for agency conference services is required.

Note: Your registration can only be processed with accompanying payment in the form of credit card information, money order, check, or purchase order number. Refund Policy: Registration fees paid in advance are refundable (less a processing charge of \$50) if written notice of cancellation is received on or before 12/31/09. Refunds will be processed after the conference.

Hotel and air travel: Discounted hotel and air travel rates can be arranged through Travel Leaders. A special room rate of \$170 plus tax per night for single or double accommodations is available at the Hyatt Regency Jacksonville Riverfront through Travel Leaders, guaranteed, if paid in full, through January 9, 2010 (and while space is available) so please register early. Call 800-248-9990. Credit cards are recommended for booking travel. Although purchase orders can be accepted, air tickets cannot be issued or fares guaranteed until actual payment is received at the agency. Note that for best prices, air travel should be booked and paid in full as early as possible; but, at minimum, a 21 day advance is needed. If hotel payment has not been made by the time participant arrives at the hotel, a credit card is required for full payment of the hotel bill if the guest is to be assigned a room.

Please complete the travel profile below:

Flights: Departure date: _____ AM PM Departure city/state: _____
Return date: _____ AM PM Return city/state: _____
Prefer: Aisle seat Window seat
Hotel: Check-in date: _____ Check-out date: _____ No. of nights: _____ Prefer: Smoking Non-Smoking
Sharing room with: _____

Method of payment: Check enclosed Check requested; will forward Purchase Order Number: _____

Please note: No Purchase Orders for travel or lodging will be accepted after January 2, 2010.

Visa Mastercard American Express Card #: _____ Expiration Date: _____
Signature: _____ Date: _____
Credit Card Billing Address: _____ Zip Code: _____
Security Code (3 numbers near signature panel): _____ and Customer Code (4 digits on front of card): _____

Please check all that apply:

Use credit card for: Registration Hotel Airfare Staff Development Pre-Conference
Use purchase order for: Registration Hotel Airfare Staff Development Pre-Conference
Use check for: Registration Hotel Airfare Staff Development Pre-Conference

Please indicate any special dietary or other needs: _____