



CONFERENCE REGISTRATION INFORMATION



SUBMITTING REGISTRATIONS

Registrations may be submitted online, by email or regular mail. Phone registrations are **NOT** accepted.

Register Online: www.clta.net/registration

Register by Email: registrar@clta.net

Register by Mail: *CLTA Conference Registration, 8822 Woodman Way, Sacramento, CA 95826*

REGISTRATION RATES – Join CLTA and Save!

CONFERENCE REGISTRATION PACKAGE: *Saturday/Sunday Sessions, Saturday Luncheon & Sunday Brunch (no workshops)*

	EARLY BIRD (BY 12/16/16)	REGULAR (BY 2/8/17)	ONSITE/LATE (AFTER 28/17)
Member	\$215	\$225	\$275
Retiree/Student Member	\$200	\$210	\$260
Non-Member	\$275	\$285	\$335

CONFERENCE REGISTRATION ONLY: *Saturday/Sunday Sessions ONLY (no meals, no workshops).*

	REGULAR (BY 3/9/16)	ONSITE/LATE (AFTER 3/9/16)
Member	\$140	\$190
Retiree/Student Member	\$125	\$175
Non-Member	\$200	\$250

SELECTED MEALS:

Saturday Awards Luncheon	\$ 45
Sunday Gala Brunch	\$ 45

PRE-CONFERENCE WORKSHOPS FEES: *Workshop Fees are **separate** from the Saturday/Sunday Registration Fee.*

	HALF-DAY WORKSHOP (3 HRS)	FULL-DAY WORKSHOP (6 HRS)
Member	\$60	\$120
Retiree/Student Member	\$50	\$100
Non-Member	\$120	\$240

NOTE: There will be a \$50 late fee assessed to workshop registrations received after 2/8/17 (Late fees do not apply to workshops **added** to a registration received before the deadline).

REGISTRATION FEES: Payment or Purchase Order must accompany registration. All attendees must be registered for the conference and/or workshop. Returned checks will be subjected to a \$35 fee. CLTA reserves the right to charge the actual amount due if this differs from the amount written on your form. Lack of payment (or purchase order) will result in the workshop or event not being reserved under your name; we are not responsible for activities that sell out during the time it takes to obtain full payment or purchase order.

REGISTERING A GROUP: Each person of the group must be on a **separate** registration form. If registering online, register each person separately using a **unique email address** for each one. Unfortunately, we cannot process more than one person at a time. Credit Card payments can be for the group total. Just remember to email us (registrar@clta.net) all the names of the people for whom you are paying so we can match the payment to the registration forms. There is no discount for groups.

REGISTERING FOR A WORKSHOP: Remember to **circle** your **workshop choice(s)** and **indicate alternate(s)** on the mail-in form. If registering on-line, be sure to select your choice. The earlier you register, the more likely you are to be enrolled in your chosen workshop(s). Some workshops have limits on the number of participants. Closed workshops will be indicated online.

DEADLINE FOR REGULAR REGISTRATION: Registration and payment (or Purchase Order) for the 2017 CLTA Conference must be **received** by February 8, 2017 (postmarked no later than February 1, 2017). Late registrations incur a **\$50 late fee**.

ACCEPTED FORMS OF PAYMENT:

CREDIT CARDS (Visa; MasterCard; Discover; American Express) can only be accepted online. A receipt is sent to the e-mail address you provide during the payment process. If you are paying for another person, send an email to registrar@clta.net detailing for whom you are paying.

CONFERENCE REGISTRATION INFORMATION (con't)

CHECKS AND/OR PURCHASE ORDERS (postmarked by 2/1/17) are to be mailed to *Conference Registrar, 8822 Woodman Way, Sacramento, CA 95826*. After 2/1/17, please bring your check with you onsite to Monterey since payment may not be received and processed in time if mailed.

PURCHASE ORDERS can be emailed to registrar@clta.net until 2/8/17). After 2/8/17, please bring the PO with you onsite to the conference since it may not be received and processed in time for the conference.

IMPORTANT NOTE: Be sure to send a copy of your registration form to the registrar BEFORE sending it to the district. Districts are notorious for late payment and/or holding materials. Unless we have your registration, we don't know you are attending the conference. If we have your registration, your workshops & conference meals can be held until 2/8/17. Mail a copy of your registration to *CLTA Conference Registration, 8822 Woodman Way, Sacramento, CA 95826*, or send a PDF copy to registrar@clta.net.

PURCHASE ORDER INSTRUCTIONS: The registrar will send an invoice to the issuer of purchase orders; *HOWEVER, IT IS THE ATTENDEE'S RESPONSIBILITY TO MAKE SURE INSTITUTION PURCHASE ORDERS HAVE BEEN RECEIVED PRIOR TO THE CONFERENCE.* Registration forms must accompany all Purchase Orders. Each purchase order must contain the following information: Attendee name(s) and amount due for each attendee. The purchase order and registration form for each attendee **MUST** either be mailed to *CLTA Conference Registrar, 8822 Woodman Way, Sacramento, CA 95826* or emailed (PDF format only) to registrar@clta.net. The sooner the registrar receives the PO & registration forms the sooner your registration can be finalized and confirmed.

If purchase order or payment is not received by 5 pm February 8, 2017, you will be **required to pay** onsite using a valid credit card, cash or personal check which will be refunded after the conference when the purchase order payment is received. It is each attendee's responsibility to ensure that the CLTA Registrar has received either a PO or payment for your registration; the registrar will not verify this once onsite in Monterey. You will be required to pay any outstanding balance before conference materials will be given. Please make sure to follow up with your finance department before departing for the conference.

CANCELLATIONS/REFUND REQUESTS must be e-mailed to registrar@clta.net, no later than 5:00 pm, Monday February 13, 2017. No refunds will be made after this date. A \$25 administrative fee will be charged for ALL cancellations. All refunds will be processed after the conference. Please allow 8-10 weeks for processing.

HOTEL RESERVATIONS: Contact the hotel directly. Here is the reservation link you can use to make online reservations: [Book your group rate for Calif. Language Teachers Assoc](#)

CONFIRMATION OF REGISTRATION will be sent via e-mail within 5-6 business days after receipt of the correct and completed (i.e. paid in full or with proper purchase order) registration information. If no e-mail address is provided along with your registration, you will NOT get the confirmation. Make sure your e-mail address is correct & legible. Please keep a copy of your confirmation for your records. Since communication is by email, add registrar@clta.net, admin@clta.net and cltabejarano@att.net to your address book or "white list" to make sure all communications from CLTA are sent to your in-box, not designated as spam.

MEMBER VS. NON-MEMBER: An individual is eligible to pay the member rate if he/she is a current member of CLTA. Do not assume that your district will pay for membership. **The current year runs from September 1, 2016 through August 31, 2017.** Please make sure you have valid documentation of your CLTA membership status (if paid through an affiliate) since the membership information provided by affiliates is not always the most current. In case we do not have your name on a list provided by the affiliates, you would be obliged to pay for membership and follow up with the affiliate **yourself** in order to provide this proof to the registrar for a refund after the conference.

PHOTOGRAPH PERMISSION: By registering for this conference, individuals are giving CLTA permission to use any photographs taken in the CLTA website.

E-MAIL AND MAILING LIST PERMISSION: By registering for this conference, individuals are giving CLTA permission to make their contact information available to workshop presenters. Workshop presenters often want a list of those enrolled in their workshops with contact information so that they can send them updates & suggestions as to what participants should bring with them to the workshops, Individuals not wishing this information to be released must indicate such when registering. CLTA does not sell or share your information (except for workshop presenters as stated above).

QUESTIONS? CONFUSED BY THE REGISTRATION PROCESS? DIDN'T GET EMAIL WITH PAYMENT INFORMATION? FORGOT HOW MUCH YOU OWE? Please contact me at registrar@clta.net. Please do **NOT** go through the online registration process again. There is a simpler, quicker solution to the problem than going through the registration process all over again.

REGISTER NOW! ASK FOR FUNDING NOW! GET PURCHASE ORDERS ISSUED NOW!