



2018 Discount Options

Note: Online registration for the 2018 Literacy for All conference can be found at <http://www.crrlc.cvent/lfa2018>. All registration directions in this document refer to registering online.

Terms, Conditions, and Policies Concerning All Discounts:

Please read this list carefully. Submission of the paper or online registration form indicates an agreement to pay the full registration fee and to abide by all Center for Reading Recovery and Literacy Collaborative policies.

- Discounts cannot be combined. If you are eligible for more than one type of discount, please choose the one that best suits your needs.
- A district sending a large group of people may be eligible to use more than one discount for various members of the group; however, a single individual in the district may not be a part of or receive benefit from more than one discount.
- All payment types are allowed (check, purchase order, or credit card). When registering, please be sure to choose the correct form of payment in the dropdown menu when you reach the checkout page.
- If you are sending a purchase order to pay for the Conference, please indicate on the PO the names of the registrants and their individual registration fees. Do **not** include the discount on the PO. Please also include on the purchase order the best email address at which you can be contacted, in the event of questions or issues with the PO.
- Online registration for the 2018 Literacy for All conference can be found at <http://www.crrlc.cvent/lfa2018>. All registration directions in this document refer to registering online.

Group Discount

Send 10 people from your school district to the conference for two or three days, and an 11th person from your district will attend free. (11th free registration based on registration of least value)

How to Register and Receive the Group Discount:

- All 11 registrants must register online via our online registration, <http://www.crrlc.cvent/lfa2018>.
- At checkout, all 11 registrants must select “Pay by Purchase Order” for method of payment. The registration form will say there is a balance due; the Literacy for All Conference team will adjust the balance to zero for the 11th registrant once the first 10 have registered and the district’s PO or other form of payment has been received.

Terms and Conditions for the Group Discount:

- Among the 11 registrants, the registration of the least value will be counted free. For example, a district may not register 10 two-day registrations and then receive a free three-day registration.
- If any of the first 10 registrants cancels his or her registration s/he may send a substitute at any time, free of charge.
- If any of the first 10 registrants cancels before the September 12, 2018 deadline and is not able to send a substitute, s/he may receive a refund, minus a \$50 processing fee, per the conference policy. Cancellations made after September 12, 2018 are not eligible for any refunds, per conference policy. In this case, the Literacy for All Conference team will require full payment for 11th person’s registration fee.

Administrator Discount

Send five people from your school to the conference for two or three days, and your principal, assistant principal or other administrator from the same school may attend for free.

How to Register and Receive the Administrator Discount:

- The first 5 participants must register online via our online registration system, <http://www.crrlc.cvent/lfa2018>.
- They may pay by credit card, or select “Pay by Purchase Order” if the district plans to send a PO, or select “Pay by Check” if they plan to send a personal check.
- Once all four participants have registered, the Administrator must fill out the Administrator Discount form and email or fax it to the Literacy for All Conference Office. Please contact the LFA office for a copy of the form.
- Once the administrator discount form has been completed and sent to the LFA Conference Team, the principal/assistant principal may register online via our online registration system. Eligibility for the discount will be verified, once that has been done, the administrator’s balance will be changed to \$0.

Terms and Conditions for the Administrators Discount:

- The Administrator Discount cannot be substituted or transferred to another person, unless that person is also an administrator from the same school. If the administrator must cancel her or his registration after the September 12, 2018

cancellation deadline, s/he may send a substitute, but if the substitute is not an administrator, the school will be billed for the full cost of the substitute's registration.

- If an administrator must cancel his/her registration before the September 12, 2018 deadline, a refund will be issued, minus a \$50 processing fee, per the conference policy. Cancellations made after September 12, 2018 are not eligible for any refunds, per conference policy.

Questions? Comments? Want to check the status of your registration?

If you have any questions about any of the discounts listed here, please feel free to contact us any time via email at literacy@lesley.edu. When you email, please put the topic of your inquiry in the subject line (ie: "Administrator Discount"), and give the Conference team the full name and school district you used to register, so we can look your record up in our system.