



PURCHASE ORDER REQUEST FORM
SWCOLT/HALT 2024

February 29-March 2, 2024 –Hilton Waikiki Beach on Kuhio

SWCOLT W-9:
88-0206581

Conference schedule and complete conference information available online at www.swcolt.org.

Do not mail or email this form. You must register via our [online registration form](#).

Credit card	Register and make payment at www.swcolt.org .
Purchase Order	Register and upload PDF of PO at www.swcolt.org . School POs will be invoiced and payment by check or credit card will be made to SWCOLT.
Check	Mail to Jocelyn Raught, Executive Director – 14675 N. 90 th Lane, Peoria, AZ 85381

Use this form ONLY if your school requires a registration form to request a Purchase Order. Once you have a Purchase Order, you may register via the online registration form and upload your PO there.

Attendee's Full Name: _____ Check here if first time attendee:

Home Address: _____ City: _____

State: _____ Zip Code: _____ Country: _____ Cell: (____) _____

Preferred email: * _____ School Affiliation: _____

Assignment: (Circle) Teacher/Professor Administrator Department Chair Student Other

Language/s Taught: _____

Level/s Taught (Circle): Elementary Middle Secondary Post-secondary

School Accounts Payable Contact (Full Name): _____ Phone #: _____

Email of School Accounts Payable Contact person: _____

School address: _____ City: _____

State: _____ Zip Code: _____ Country: _____

REGISTRATION FEES	
(all rates include Member Reception at conference/SWCOLT 2024 Membership/all sessions/Summer Webinar)	
Early Bird Rate (through Nov. 30, 2023) <i>NOTE: Presenters who register after Nov. 30 must pay the regular registration fee.</i>	<input type="checkbox"/> \$255
Regular Registration (Dec. 1 to Feb. 15, 2023)	<input type="checkbox"/> \$300
Late Registration (Opens Feb. 16, 2023)	<input type="checkbox"/> \$325
Full Time Student Registration (15 student registrations available)	<input type="checkbox"/> \$125
ADDITIONAL OPTIONS:	
Saturday Luncheon Ticket	<input type="checkbox"/> \$35
ONE Half-Day Pre-conference Workshop	<input type="checkbox"/> \$55
TWO Half-Day Pre-conference Workshops	<input type="checkbox"/> \$110
➤ NO REFUNDS after February 1, 2024. See detailed cancelation policy at www.swcolt.org.	

Payment: 1. Check the box next to the appropriate conference registration fee (above). Enter the amount here: 2. If you selected any Thursday Pre-conference workshops, enter fee/s here: 3. If you selected a Saturday Luncheon ticket, enter fee here:	FEE CALCULATION	
	Enter subtotal here:	
	ENTER TOTAL HERE:	

***Email:** All communications regarding registration will be by email. A valid email address *for the person actually attending the conference* is required.

NOTE: In registering, you give SWCOLT permission to use images of you taken during the conference.