

# SWCOLT 2022 – Complete Registration Information and Cancellation/Refund Policy

## REGISTRATION INFORMATION

### *Friday and Saturday:*

A registrant is eligible to attend all in-person conference activities other than pre-conference workshops, which require an additional fee. Registrants will also have full access to the conference app. All sessions on Friday and Saturday are 60 minutes long. Conference attendees do not need to sign up for sessions in advance.

**Pre-conference Workshops:** Thursday pre-conference workshops (three or six hours) may be added to any Friday and/or Saturday registration OR you may register for Thursday only. You must register in advance for the pre-conference workshops you would like to attend. All registrations are contingent upon a minimum of 10 registrants per workshop.

### *Badges*

Attendees at the conference are asked to **wear their badge at all times**. You will not be permitted to attend workshops or enter the exhibit hall without your name badge. If an attendee misplaces or loses a badge once it is printed onsite, the registered individual must pay a fee of \$150 to get a replacement badge.

### *Submitting Registrations*

- **Credit card:** Credit card payment is accepted through our online registration form and onsite only. Do not mail or email your credit card number. Register at [www.swcolt.org](http://www.swcolt.org).
- **P.O.:** Register online and upload your PO. The Purchase Order MUST be made out to SWCOLT. You must also include the email address of a school business office contact person. Schools may pay invoices by credit card or check.
- **Check:** Make checks payable to SWCOLT and send to Jocelyn Raught, SWCOLT Executive Director, 14675 N. 90<sup>th</sup> Lane, Peoria, AZ 85381.
- **Registrations are not accepted by fax or telephone.**

### *Payment*

- Payment (credit card or PO) must accompany online registration forms and is due in full at the time of registration in U.S. funds.
- All attendees must be registered for the conference, and only registered attendees may register for a workshop.
- Returned checks will be subject to a \$25 fee.
- SWCOLT reserves the right to charge the correct amount due if it differs from the amount written on the form or school Purchase Order.

### *Purchase Order Instructions*

- Purchase orders will ONLY be accepted from an institution and must be made out to SWCOLT.
- Purchase orders may be uploaded with the online individual registration form or emailed to [jraught@swcolt.org](mailto:jraught@swcolt.org).
- Each purchase order must contain the following information:
  - Attendee(s) name(s), email address, registration type/amount due for each attendee, workshop selection (if Thursday).
- SWCOLT 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 PAID.**
- Purchase orders must be paid in full within 30 days of the conference.
- Attendees will be held individually responsible for non-payment by their school district.
- Please provide a business office email address for invoicing.

### *Special Needs*

- The conference facilities are all handicap accessible. SWCOLT will work with conference participants to assist in the accommodation of any special needs request.
- In order for SWCOLT to be of assistance, persons with disabilities who require special assistance, or who need specially equipped hotel rooms, must advise both SWCOLT and the hotel in writing no later than January 21, 2022.
- A request for special needs should include complete contact information including a daytime phone number and e-mail address.
- SWCOLT will attempt to respond to requests received after the deadline, but any accommodation will be at the requester's sole expense.

### ***Children***

Due to the size and nature of the SWCOLT Conference, children under age 16 will not be permitted in the Exhibit Hall or in any of the educational sessions or workshops. Your hotel concierge will be able to recommend activities for children while you are attending the conference. We appreciate your understanding and cooperation. Children 16 years and over will need to register as an attendee.

### ***Professional Development Units/Hours and Certificate of Attendance***

**Thursday:** 3 or 6 hours    **Friday:** 6 hours    **Saturday:** 6 hours    **Possible maximum:** 18 hours

SWCOLT will no longer collect signature sheets. It is an attendee's responsibility to document the events/sessions attended. A downloadable certificate will be available via the conference app which attendees can print and complete. Individuals should check with their state or district prior to the conference for local requirements. It is the individual's responsibility to file the paperwork correctly. SWCOLT will not file with the state or district for an attendee.

### ***Photograph Permission***

By registering for this conference, individuals are giving SWCOLT permission to use any photographs taken during the conference.

## **CANCELLATION/REFUND POLICY**

### ***Pandemic/Covid-19 Related Changes to Registration Status***

At this time, we are planning an on-site conference. In the event that the Grand Sierra Resort & Casino is not able to accommodate us on-site due to on-going pandemic issues, we will convert the conference to virtual. If the conference changes to virtual-only, all registered attendees will be converted to virtual access.

### ***Inclement Weather***

We're sorry, but we are not able to refund registration fees due to weather conditions. Short of a major weather catastrophe, the conference will go on as scheduled. Unfortunately, the hotel and conference facility will charge us the same, regardless of the weather. Below are a few suggestions that may or may not be applicable, depending on your point of origin, noting that safety is always the primary concern:

- Consider traveling the night before if the forecast is questionable.
- Thursday: If you have to arrive late due to the weather, you may switch to an afternoon pre-conference workshop (on a space available basis).

### ***Cancellation/Refunds***

- All requests for refunds for any reason, including illness, must be made in writing (email) to [jraught@swcolt.org](mailto:jraught@swcolt.org) **no later than Thursday, March 1, 2022**. No refunds will be made after this date. Conference attendees with a full paid registration (Friday and Saturday) will have access to presenter-shared slideshows and materials via the conference app.
- All refunds will be made in the same manner payment was made.
- All check refunds will be processed after the conference; please allow 8 weeks for processing. SWCOLT will retain a \$50 processing fee.
- All substitution requests must be in writing (email to [jraught@swcolt.org](mailto:jraught@swcolt.org)) from the original registrant.

### ***Confirmation of Registration***

Online registrations are confirmed immediately by email. Check your email and your spam folder. If you do not receive a registration confirmation, please contact us at [jraught@swcolt.org](mailto:jraught@swcolt.org). If paying by credit card, confirmation of your payment will come separately from PayPal.

### ***Questions***

If you have questions, please email [jraught@swcolt.org](mailto:jraught@swcolt.org)