

NJTESOL/NJBE, Inc.

New Jersey Teachers of English to Speakers of Other Languages/New Jersey Bilingual Educators, Incorporated

2020 SPRING CONFERENCE

May 27, 28, & 29

Hyatt Regency, New Brunswick, NJ

Presenter Registration Form

Send one completed form for each person.

(If you download the form and open it, you can type the information into it and then print it.)

Name (First) _____ (Last) _____ Phone (C) _____

Home Address _____ Phone (W) _____

City _____ State _____ Zip _____ County of Residence _____

PERSONAL E-Mail (mandatory) _____

(Please Print Clearly - Email confirmations will be sent out to all registrants who provide a PERSONAL email address above.)

School District/Affiliation _____ Position _____

Registration Process:

1.) Mark dates of presenting & attendance (May 27, 28, and/or 29 and fee to be paid)

- **No Fax or Email Registrations and/or PO's Accepted**
- **Registration forms and PO (or check) must be mailed together.** Registration forms mailed without payment (check or an actual signed/approved PO) will not be processed or considered. Requisitions or just PO #'s are not sufficient.
- Each presenter in a group presentation must confirm separately by January 4th and must register & pay by March 6th.
- Presenter registration & payment must be RECEIVED BY March 6, 2020 (After that a late fee of \$40 will be imposed, and you risk the chance of your workshop being dropped from the conference).
- **Once you register & pay as a presenter there is no refund of this fee.**
- A \$25 fee will be charged for changes in payment type.
- If presenting one day and attending another day, the second day and third day will be at a discounted registration rate.
- There will be no on-site registration for additional days. Splitting a two-or three-day registration is not permitted.
- Lunch is a gift of the organization and not included in the registration cost.
- *****NEW: A one year NJTESOL/NJBE membership is a gift of the organization to all PAID conference presenters. The year membership will start when your registration is processed. If you are already a member, your membership will be extended for one year from your date of expiration.**

Schedule for 2020 – All three days: General Interest, Content Area Instruction, Bilingual/ESL Pre-K through 12

Friday – Special Strands: Higher Ed, Teacher Ed, Adult Ed, & K-12 Administrators, Dual Language/Biliteracy

(Dates & rates are firm - please plan accordingly)

Registration: Must be RECEIVED BY March 6, 2020 (via regular mail, NOT ACCEPTED by FAX or EMAIL)**

Using the information on your acceptance letter fill in the following:

Proposal #1 _____ Proposal #2 _____ Proposal #3 _____

Mark the day(s) you are scheduled present: Wednesday Thursday Friday

Mark the additional day(s) you will attend: Wednesday Thursday Friday

- Presenting One Day - \$100
- Presenting One Day, Attending One Other Day - \$284
- Presenting One Day, Attending Two Other Days - \$364
- Presenting Two Days - \$165
- Presenting Two Days, Attending One Day - \$334
- Presenting Three Days - \$230

Presenter registration & payment (approved/signed PO or check) must be RECEIVED BY March 6, 2020. After March 6th a late fee of \$40 will be imposed & risk the chance of your workshop being dropped from the conference.

Office Use Only:

Date Rec'd: _____ Date Processed: _____ Member: Y/N Exp. Date: _____ Conf e/m sent: _____ Chk. #: _____ Amt. Rec'd: _____

2. Select if you wish to attend the President's Reception:

President's Awards Reception - May 28, Thursday Night 6:00 PM - \$25

- I plan on attending the reception – payment included
or to pay separately online, go to <https://njtesol-njbe.org/spring-conference/awards-reception/>
 I do not plan on attending the reception

3. Scholarship Fund Donation: \$10 \$25 \$50 \$100 Other _____

On pay separately online, go to <https://njtesol-njbe.org/scholarship-donations/>

4. Method of Payment:

_____ Check (enclosed and made payable to NJTESOL/NJBE, Inc.)

_____ Purchase Order (Payable to NJTESOL/NJBE, Inc.)

- *****Payment on purchase order is due by the event (May 27).**
- **NO FAX OR EMAIL REGISTRATIONS and/or PURCHASE ORDERS ACCEPTED**
- Registration forms **MUST BE SENT WITH** the original approved/signed Purchase Order in order to be processed.
- Registration forms sent without the actual PO will not be processed. Requisitions or just a PO number are not accepted.
- One PO per district is preferred. Please send a list of registrants with the completed forms.
- Once you register & pay as a presenter there is no refund of this fee.

5. Mail to:

NJTESOL/NJBE, Inc.
230 Ashland Ave.
Cherry Hill, NJ 08003

6. *Follow Up***:**

Email confirmations will be sent out to all registrants who provide a personal **legible** email address. If your registration is being sent by your school and you have not received a confirmation, please check to assure that the registration form and purchase order has been sent by your school.

† MEMBERSHIP Information

A one year NJTESOL/NJBE membership is a gift of the organization to all paid conference attendees. The year membership will start when registration is processed. If you are already a current member, your membership will be extended for one year from your current expiration date

Would you like your e-mail address added to the listserv (hotlist)? You will receive e-mail about employment opportunities, workshop and conference announcements, questions about state laws and standards, and more.

Yes No

Preferred e-mail address for the hotlist:

Please circle **ONE** or **TWO** numbers for the Special Interest Group or Groups (SIG) you wish to belong to:

1. Early Childhood (Pre-K – K)
2. Bilingual Elementary Education
3. ESL Elementary Education Grades 1-5
4. ESL Grades 6-8
5. Bilingual Secondary Education
6. ESL Secondary Education
7. Higher Education
8. Teacher Education
9. Special Education
10. Adult Education
11. Parent/Community Action
12. Supervisors

First Choice _____ Second Choice _____