

# NJTESOL/NJBE, Inc.

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

## 2024 SPRING CONFERENCE

In-Person (May 29, 30 & 31) and/or Video Library (June 3 – September 2)

### Presenter Registration Form (Workshop, Panel or Poster)

Send one completed form for each presenter.

If you open this with Adobe Acrobat Reader DC, you can type in your answers.

Name (First) \_\_\_\_\_ (Last) \_\_\_\_\_ Phone (C) \_\_\_\_\_

Home Address \_\_\_\_\_ Phone (W) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ County of Residence \_\_\_\_\_

Email Address (mandatory) \_\_\_\_\_

(Please Print Clearly - The email address you enter above will be used to send you a registration confirmation and your conference information. Please enter an email address that you use often. Keep in mind that if you provide your school email address, many districts block emails from outside companies.)

Alternate Email Address: \_\_\_\_\_

School District/Affiliation \_\_\_\_\_ Position \_\_\_\_\_

### Registration Process:

#### 1.) Mark dates of presentation and proposal number (May 29, 30, and/or 31 and fee to be paid)

- No fax or email registrations and/or POs accepted.
- Registration form(s) and payment must be submitted together. Registration forms submitted without payment (check or an actual signed/approved PO) will not be processed or considered. Requisitions or just PO numbers are not sufficient.
- Board approved POs and registration forms must be mailed OR uploaded\*\*. (See page two for information).
- Each presenter in a group presentation must confirm separately by January 5<sup>th</sup>.
- Each presenter in a group presentation must register & pay by March 8th. Must be RECEIVED BY March 8th, 2024 (After that a late fee of \$40 will be imposed, and you risk the chance of your workshop being canceled).
- **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.
- Splitting a registration is not permitted.
- † A one-year NJTESOL/NJBE membership is a gift of the organization to all paid conference presenters. If you are already a member, your membership will be extended for one year from your date of expiration.
- \*\*Payment on purchase order is due by the event (May 29).

*(Dates & rates are firm - please plan accordingly)*

**Registration: Must be RECEIVED BY March 8, 2024\*\*** (via regular mail or upload, NOT ACCEPTED by FAX or EMAIL)

Using the information on your acceptance letter(s) to fill in the following:

Proposal #1 \_\_\_\_\_  In-Person  Video Library  Both

In-Person workshops mark the day(s) you are scheduled present:  Wednesday  Thursday  Friday

Proposal #2 \_\_\_\_\_  In-Person  Video Library  Both

In-Person workshops mark the day(s) you are scheduled present:  Wednesday  Thursday  Friday

Proposal #3 \_\_\_\_\_  In-Person  Video Library  Both

In-Person workshops mark the day(s) you are scheduled present:  Wednesday  Thursday  Friday

**In-Person & Poster Presenter Fees: *Must be RECEIVED BY March 8, 2024\*\****

*(via regular mail or upload, NOT ACCEPTED by FAX or EMAIL)*

\_\_\_\_ Present 1 day - \$275  
\_\_\_\_ Present 2 days - \$350  
\_\_\_\_ Present 3 days - \$425

\_\_\_\_ Present 1 day & attend an additional day - \$400 (write in additional day attending: \_\_\_\_\_)  
\_\_\_\_ Present 2 days & attend the third day - \$475  
\_\_\_\_ Present 1 day & attend 2 additional days - \$525

**Video Library Presenter Fees: *Must be RECEIVED BY March 8, 2024\*\****

*(via regular mail or upload, NOT ACCEPTED by FAX or EMAIL)*

\_\_\_\_ Present 1 video and watch video library only - \$275  
\_\_\_\_ Present 1 video and attend 1 day - \$275 (Day attending: \_\_\_\_\_)  
\_\_\_\_ Present 1 video and attend 2 days- \$400 (Days attending: \_\_\_\_\_)  
\_\_\_\_ Present 1 video and attend 3 days - \$525

***\*\* Presenter registration & payment (board approved/signed PO or check) must be RECEIVED BY March 8, 2024. NOT accepted by email or fax. After March 8th a late fee of \$40 will be imposed.***

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

**4. Method of Payment:**

Check (enclosed and made payable to NJTESOL/NJBE, Inc.) \_\_\_\_\_ **(must be mailed)**

Board Approved Purchase Order (Payable to NJTESOL/NJBE, Inc.) \_\_\_\_\_ **(must be uploaded\*\* or mailed)**

**5. Submit registration form and payment**

**Mail to:** NJTESOL/NJBE, Inc.  
230 Ashland Ave.  
Cherry Hill, NJ 08003

**\*\*Upload Link for Board approved POs:**

<https://njtesol-njbe.org/spring-conference/purchase-order-upload-form/>

**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 ensure that the registration form and purchase order has been sent by your school.

**† MEMBERSHIP Information**

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

Yes  No

Preferred email 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 \_\_\_\_\_