

NJTESOL/NJBE, Inc.

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

2025 SPRING CONFERENCE

In-Person at the Hyatt Regency Hotel (May 20, 21, & 22) or Video Library (May 27 to August 21)

Attendee Conference Registration Form

Send one completed form for each person.

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 _____

PERSONAL Email (mandatory) _____

(Please Print Clearly - Email confirmations will be sent out to all registrants who provide an email address above. We ask for your personal email address due to many schools blocking outside emails.)

School District/Affiliation _____ Position _____

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

- **POs and REGISTRATION FORMS ARE NOT ACCEPTED BY EMAIL. See page two for submission instructions.**
- **Registration forms and payment (check or board approved/signed PO) must be submitted together.** Registration forms submitted without payment (check or an actual board approved/signed PO) will not be processed or considered. They will not hold a spot or rate. Requisitions or just PO #s are not sufficient.
- *THERE WILL BE NO ON-SITE REGISTRATION*
- \$40 Processing fee for cancellations (cancellation must be in writing & sent to business-admin@nitesol-njbe.org by April 25, 2025). No cancellations/refunds after April 25, 2025. \$25 Fee for changes in payment processing.
- Splitting a two and/or three-day in-person registration is *not* permitted. You must attend on the day(s) you are registered for. For the virtual library registrants - each registration will be required to use their personalized log-in that will be supplied by NJTESOL/NJBE just prior to the conference. You may not share your login code.
- A one-year NJTESOL/NJBE membership is a gift of the organization to all paid conference registrants.
- One PO per district is preferred. Please send a list of registrants with the completed forms.
- Once registered *no* changes can be made to the "type" of registration.

1.) Mark type of Registration: **In-Person Conference or Video Library Conference**

In-Person: Mark dates & rates for attending in-person at the Hyatt (*May 20, 21 & 22*)

In-Person Conference Registration – Regular Rates: Must be **RECEIVED BY April 25, 2025 (via regular mail or the Upload Link***, **NOT ACCEPTED by FAX or EMAIL**) (registrations will be accepted until April 25, 2025, unless capacity is reached before this date)**

Choose the day(s) you will attend: **Tuesday** (May 20) **Wednesday** (May 21) **Thursday** (May 22)

One Day - \$390 Two Days - \$515 Three Days - \$640

Retirees and Full-Time Students (All MUST PROVIDE documentation to receive these discounted rates) Registrations will be accepted until April 25, 2025, unless capacity is reached before this date

One Day - \$250 Two Days - \$350 Three Days - \$450

Office Use Only:

Date Rec'd: _____ Date Processed: _____ Chk. #: _____ Amt. Rec'd: _____

- Video Library Conference** (Access to Select Collection of Pre-Recorded Presentations – Starting May 27 to August 21 (PD hours earned until August 21))

Video Conference Registration – Regular Rates: *Must be RECEIVED BY April 25, 2025* (via regular mail or the Upload Link*, NOT ACCEPTED by FAX or EMAIL)**

- \$450 - Access to Select Collection of Presentations – Available to start viewing on May 27

Retirees, Full-Time Students (All MUST PROVIDE documentation to receive these discounted rates) Registrations will be accepted until April 25, 2025, unless capacity is reached before this date.

- \$275 - Access to Select Collection of Workshops* – Available to start viewing on May 27

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

President’s Awards Reception – May 21, Wednesday Night 6:00 PM - \$50

- 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 _____

4. Method of Payment:

- _____ Check (enclosed and made payable to NJTESOL/NJBE, Inc.)
_____ Board approved Purchase Order (Payable to NJTESOL/NJBE, Inc.)
***Payment on purchase orders is due by the event (May 20).**

5. Upload QR Mail the registration form with a board approved & signed PO or a check (NOT accepted by email.)

***Upload Link for POs:** <https://njtesol-njbe.org/spring-conference/purchase-order-upload-form/>

OR

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

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 _____