

# NCATA 28<sup>th</sup> Annual Conference Mail-In Registration

(It's easier to register online at [www.teacherassistants.org](http://www.teacherassistants.org)!)

Please print or type when completing this form.

## Step 1 Registrant Information

First Name		Last Name	
Full Name as you'd like it to appear on your Name Badge			
Address		City/State	Zip
School Name	School System		District
Email (required to receive confirmation)			
Home Phone		Cell Phone (in case of emergency)	
<b>Please check one:</b> <input type="checkbox"/> NCATA Member – Member #: _____ <input type="checkbox"/> Non-Member <b>Is this your first NCATA Conference?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No			

## Step 2 Conference Registration Fees

REGISTRATION OPTIONS	POSTMARKED ON OR BEFORE 3/26/2010	POSTMARKED AFTER 3/26/2010 OR ON-SITE	AMOUNT
<input type="checkbox"/> Member or Associate Member Registration Fee	\$100.00	\$115.00	\$
<input type="checkbox"/> Non-Member Registration Fee	\$175.00	\$190.00	\$
<input type="checkbox"/> Registration Fee + NCATA Membership*	\$140.00	\$155.00	\$
<input type="checkbox"/> Registration Fee + NCATA Associate Membership*	\$120.00	\$135.00	\$

\*Please complete membership form (available on [www.teacherassistants.org](http://www.teacherassistants.org)) and return it and your dues payment with this form.

## Step 3 Additional Fees

<input type="checkbox"/> Guest(s) for Saturday (May 1 <sup>st</sup> ) banquet      Quantity:	\$50.00/person	\$60.00/person	\$
Name(s) for Guest Badge:			
<input type="checkbox"/> Additional <b>\$10 Materials Fee</b> for 5-hour <b>CPR Workshop</b>		\$10.00/class	\$

## Step 4 Total Fees Owed

Enter the total amount owed from Steps 2 and 3:      \$ \_\_\_\_\_

## Step 5 Payment Information

Full payment by check, money order or credit card must accompany your registration form. **There are no refunds!**

**Please select payment type:**

- Check/Money Order Enclosed (payable to NCATA)     
  Visa     
  MasterCard     
  AmEx  
 School/School System Pays (IMPORTANT: Give your registration form to person sending in group registrations and payment – do NOT send form alone. We cannot guarantee your registration until we receive your payment.)

Credit Card Number	Exp. Date
Print Cardholder Name	
Signature	Date

Your signature above authorizes NCATA to charge your credit card for the total payment and acknowledges there are no refunds. NCATA reserves the right to charge the correct amount. NOTE about checks: When you provide a check as payment, you authorize us to either use information from your check to make a one-time electronic fund transfer from your account or to process the payment as a check. Registration paid by personal check is valid contingent upon bank's acceptance. There is a \$25.00 service charge for all returned checks.

## Step 6

### Workshop Preferences

(Register and pay online at [www.teacherassistants.org](http://www.teacherassistants.org) to guarantee your workshop choices prior to the conference!)

Please note code numbers in order of preference from the conference agenda listing of workshops in the registration newsletter. Workshops are available on a first-come basis. **Remember, workshops fill up quickly, so please select alternate workshops (2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup> choices) in case your first choice is no longer available.**

Friday, April 30 <sup>th</sup> Workshops	First Choice Code #	Second Choice Code #	Third Choice Code #	Fourth Choice Code #
<b>*5-Hr Workshops</b> (FRIDAY 9:00AM-12:00PM & 1PM-3PM)				
<b>1<sup>st</sup> Workshop Session</b> (FRIDAY 9:30AM-11:30AM)				
<b>2<sup>nd</sup> Workshop Session</b> (FRIDAY 1PM-3:00PM)				
Saturday, May 1 <sup>st</sup> Workshops	First Choice	Second Choice	Third Choice	Fourth Choice
<b>*5-Hr Workshops</b> (SAT 10:45-1PM & 2PM-4:45PM)				
<b>3<sup>rd</sup> Workshop Session</b> (SAT 10:45AM-12:45PM)				
<b>4<sup>th</sup> Workshop Session</b> (SAT 2PM-4PM)				

**\*NOTE:** If you registered for one of the 5-hour **CPR workshops**, go back to **Step 3** and be sure you've included the additional \$10 materials fee for this special training in your payment.

## Step 7

### Additional Information

(Please check all that apply!)

- I am willing to serve as a **conference facilitator** for one or more of my workshops, if needed, and introduce a workshop speaker.
- I have a **disability** & may require accommodation to participate. (Please attach description of your situation and the accommodations you may require. If your request is related to your hotel arrangements, please contact the hotel directly.)

## Step 8

### Send Your Registration

- **Online:** Guarantee your workshop choices in real time! Even if your school is paying, you can register online, select the "School pay/Purchase order" option and confirm your workshops. Just be sure your school has sent in your registration fee by April 9, 2010 to guarantee your space. Visit [www.teacherassistants.org](http://www.teacherassistants.org) for more information.
- **By Fax (credit card only):** 336-218-6338 - We accept Visa, MasterCard, and American Express.
- **By Mail (check, money order, or credit card):** NCATA, PO Box 893, Lewisville, NC 27023-0893

**NOTE:** Registrants will receive confirmation/receipt of registration via e-mail from NCATA, so please include a valid email address with your mailed registration. Call NCATA at 800-979-2077 if you do not receive an email confirmation in a timely manner. Allow two weeks minimum for processing if mailing registration. Be sure to select alternate workshop choices in case your first selections are unavailable to simplify your registration process.

**Questions?:** Call NCATA at 800-979-2077 or email us at [ncata@teacherassistants.org](mailto:ncata@teacherassistants.org).

# NCATA 28<sup>th</sup> Annual Conference Registration Information

Remember, you can guarantee your workshop choices by registering early online at [www.teacherassistants.org](http://www.teacherassistants.org).

## Registration Fees

Registration for the NCATA Annual Meeting includes:

- Workshop Sessions (unless otherwise noted)
- All General Sessions
- Friday Night Welcome Event
- Saturday Breakfast
- Saturday Awards Banquet
- Access to vendors & displays

## Registration Form Instructions

- **If your school or district is paying, you'll need to give your registration form to the person sending in the group payment. We will not guarantee your reservation until we receive your registration and your payment.** NOTE: In order to make workshop choices as soon as possible, you CAN register online any time and select the "School Pay/Purchase Order" option at any time as long as we receive your school payment by April 9, 2010. Be prepared to provide information about the school official providing the payment.
- **Early registration forms are due no later than March 26, 2010.** Registrations submitted via fax or the internet must be date/time stamped by 11:59pm (EDT) on March 27, 2010. Any registrations received after this date are subject to a \$15 late fee. **Advance conference registration ends on April 16, 2010.**
- If mailing, print or type and complete all sections of the registration form. Photocopy the registration form as needed for your records. Payment must accompany your registration form. Allow a minimum of two weeks for processing.

## Payment

Full payment must be received with your registration form. Make checks payable to **NCATA** or use your credit card. Registrations must include full payment to be processed. Cash is not accepted.

## Methods of Registration

- **Online:** To register online, go to [www.teacherassistants.org](http://www.teacherassistants.org) and pay using a credit card. **Remember, you can guarantee your workshop choices by registering online early.**
- **By Fax:** If you are paying for your registration with a credit card, you may complete the registration form and fax it to NCATA at (336) 218-6338, though online registration provides a more secure form of payment.
- **By Mail:** Send your completed registration form with complete payment to: NCATA Conference Registration, PO Box 893, Lewisville, NC, 27023. NOTE: Be sure to select alternate workshop choices in case your first selections are unavailable.
- **In Person at the Conference** (If space available – payment by cash, money order or credit card only.)  
Please register at the On-Site Registration Desk at Koury Convention Center during the following days/times:  
Thursday, April 29 (4:00pm – 8:00pm) • Friday, April 30 (8:00am – 5:00pm)

## Confirmation

Registrants will receive confirmation/receipt of registration **via e-mail** from NCATA. **Please include a valid email address with your mailed registration so we may email your confirmation.** We will **not** mail any conference registration materials. Call NCATA at (800) 979-2077 if you do not receive an email confirmation in a timely manner. Allow a minimum of two weeks for processing if mailing registration.

## Badge/Registration Materials Pick-Up

Attendees registering in advance may pick up their badge and registration materials at the Registration desk, located at Koury Convention Center. **You will need to show a Photo ID when you pick up your registration packet.**

## Refunds, Cancellations, and Substitutions

**No refunds are given.** Substitutions are allowed using the following guidelines: The substituting attendee must provide a letter from the person whose place they are taking authorizing the substitution. The substituting attendee should pay the original attendee directly, since payment will have already been made to NCATA.