

**NCATA 30th Annual Conference Mail-In Registration

(It's easier to register online at www.teacherassistants.org!)

Please print CLEARLY 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)	
Please check one: <input type="checkbox"/> 2012 NCATA Member <input type="checkbox"/> Non-Member		

Step 2 Conference Registration Fees

REGISTRATION OPTIONS	POSTMARKED ON OR BEFORE 3/30/2012	POSTMARKED AFTER 3/30/2012 OR ON-SITE	AMOUNT
<input type="checkbox"/> Member or Associate Member Conference Registration Fee	\$110.00	\$125.00	\$
<input type="checkbox"/> Non-Member Conference Registration Fee	\$185.00	\$200.00	\$
<input type="checkbox"/> Conference Registration Fee + NCATA Membership*	\$155.00	\$170.00	\$
<input type="checkbox"/> Conference Registration Fee + NCATA Associate Membership*	\$135.00	\$150.00	\$

*Please complete membership form (available on 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 5) banquet : Quantity: _____	\$50.00/person	\$60.00/person	\$
Name(s)/Title for Guest Badge:			
<input type="checkbox"/> Additional \$15 Materials Fee for 5-hour CPR Workshop on Saturday		\$15.00/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 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 (2nd, 3rd, 4th choices) in case your first choice is no longer available.**

Friday, May 4 th Workshops	First Choice Code #	Second Choice Code #	Third Choice Code #	Fourth Choice Code #
1 st WORKSHOP SESSION (FRIDAY 9:00AM-10:30AM)				
2 nd WORKSHOP SESSION (FRIDAY 11AM-12:30PM)				
3 rd WORKSHOP SESSION (FRIDAY 1:45PM - 3:15PM)				
Saturday, May 5 th Workshops	First Choice Code #	Second Choice Code #	Third Choice Code #	Fourth Choice Code #
4 th WORKSHOP SESSION (SAT 10:30AM-12:00PM)				
5 th WORKSHOP SESSION (SAT 1:15PM-2:45PM)				
6 th WORKSHOP SESSION (SAT 3:00PM - 4:30PM)				
*5-HR WORKSHOP- CPR (SAT 10:45-1PM & 2PM-4:45PM)				

*NOTE: If you registered for the **5-hour CPR workshop**, go back to **Step 3** and be sure you've included the additional \$15 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 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 16, 2012 to guarantee your space. Visit 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.

2012 Conference Dates: May 3-6, 2012

Conference registration opens on **Wednesday, January 11, 2012.**

Advance conference registration ends on **Wednesday, April 20, 2012.**

Limited on-site registration may be available, space-permitting.

Call the office for details after 4/20/2012.

Questions?: Call NCATA at 800-979-2077 or email us at ncata@teacherassistants.org.

NCATA 30th Annual Conference Registration Information

Guarantee your workshop choices by registering early online at www.teacherassistants.org.

Registration Fees

Registration for the NCATA 30th Annual Conference to be held May 3-6, 2012 includes:

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

Payment and Deadlines

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. If mailing, print or type and complete all sections of the registration form. Payment must accompany your registration form. Allow two weeks for processing.

- **If your school or district is paying, give your completed registration form to the person sending in the group payment. We CANNOT guarantee your registration and workshops until we receive your form and your payment.** NOTE: To make workshop choices early, you CAN register online any time and select the "School Pay/Purchase Order" option as long as we receive your school payment by April 16, 2012. Be prepared to provide information about the school official providing the payment.
- **Early registration forms are due no later than March 30, 2012.** Registrations submitted via fax or the internet must be date/time stamped by 11:59pm (EDT) on March 30, 2012. Any registrations received after this date are subject to a \$15 late fee. **Advance conference registration ends on April 20, 2012.**

Methods of Registration

- **Online:** To register online, go to www.teacherassistants.org and pay using a credit card. **You can guarantee your workshop choices by registering online early.**
- **By Fax:** If you are paying 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 payment to: NCATA, 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, May 3 (3:00pm – 7:00pm) • Friday, May 4 (8:00am – 4:00pm)

Confirmation and Badge/Conference Materials Pick-Up

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. Attendees registering in advance may pick up their badge and registration materials at the Registration desk, located at Koury Convention Center, during registration hours: Thursday, May 3 (3:00pm – 7:00pm) • Friday, May 4 (8:00am – 4:00pm). **Be prepared to show your Photo ID at registration.**

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.

Hotel Accommodations

The Sheraton Four Seasons Hotel (Koury Convention Center) is our conference hotel, offering attendees a discounted rate of \$149.96 per room, including taxes and fees. To get this special NCATA rate, you must complete and mail or fax the Official Housing Form directly to the Sheraton Greensboro Hotel. Do NOT send your housing form to NCATA - we cannot re-route it to the hotel for you. No call-in reservations are accepted, so be sure to use the Official Housing form to make your hotel reservations. You can find the hotel reservation form in the back of this booklet or on our conference web page: <http://ncteacherassistants.org/content/node/16>.