

ACTFL 2019 Attendee Registration Form

2019 ACTFL ANNUAL CONVENTION AND WORLD LANGUAGES EXPO | Walter E. Washington Convention Center | Washington, DC

November 22-24, 2019 | Pre-Convention Workshops: November 21, 2019

REGISTER Online: www.actfl.org | By Phone: (508) 743-8561 | By Fax: (508) 743-9626

By Mail: ACTFL c/o Convention Data Services, 7 Technology Park Dr., Bourne, MA 02532

Questions: Call (508) 743-8561 or E-mail ACTFL@xpressreg.net

*Do not send membership fees with registration. Membership fees must be sent to ACTFL Lockbox, P.O. Box 34949, Alexandria, VA 22334-0949

ATTENDEE INFORMATION

This information will be encoded and printed on your badge (Print in ink or type)

- Check this box if you are a **member of ACTFL**
- Check this box if you are a **member of one of these Convention Partner Organizations** (check ONE (1) box only):
- American Association of Teachers of German
 - American Association of Teachers of Italian
 - American Association of Teachers of Japanese
 - Chinese Language Association of Secondary-Elementary Schools
 - Chinese Language Teachers Association
 - Greater Washington Association of Teachers of Foreign Languages
 - Foreign Language Association of Virginia
 - Maryland Foreign Language Association

Given Name (First) _____ MI _____ Surname/Family Name (Last) _____

Badge Name (if different from First Name) _____

Institution/Company _____

Address _____

City _____ State _____ Zip _____

Province _____ Country _____ Postal Code _____

Phone _____ Fax _____

E-mail _____

Twitter Handle _____

EMERGENCY CONTACT INFORMATION

Name/Relationship _____

Phone Number with Area Code/Country and City Code _____

As a way to help keep registration rates low, ACTFL makes your contact information available to our exhibitors so they can communicate with you pre- and post-Convention.

Check here if you do not wish to have your contact information shared.

American with Disabilities Act Compliance

Check here for special needs assistance and attach an explanation of need **(must be submitted by Wednesday, October 16, 2019)**. **Individuals requesting an ASL interpreter must register and notify ACTFL at convention@actfl.org by the October 16, 2019; a full convention itinerary must be emailed to ACTFL staff no later than Monday, October 21, 2019.** Refer to the Registration Information & Policies document.

By registering for this convention, individuals give ACTFL permission to communicate by e-mail and use any photographs taken at the convention. Refer to the Registration Information & Policies document.

DEMOGRAPHIC INFORMATION (check all that apply)

This is my first ACTFL Convention

Where are you in your career?

- Early career (1-5 yrs) Mid-career (6-20 yrs)
 Late career (20+ yrs) Full-time university student
 Retired

Assignment: Teacher Administrator
 Methods Instructor Student
 Other _____

Level: Elementary Middle/Jr. High
 High School Community/Jr. College
 Undergrad Grad
 Government/Adult Ed/Business

Languages: Arabic Chinese ESL
 French German Greek
 Italian Japanese Korean
 Latin Portuguese Russian
 Spanish Other _____

Do you prefer to use a printed Program Guide or our Mobile App at Convention?

- Program Guide Only Mobile App Only Both

How did you hear about the Convention?

- ACTFL Website
 ACTFL Web Ads
 Printed Promotional Brochure/Postcard
 ACTFL Connections/Email Blasts/Smartbrief
 From a colleague/mentor
 Other organization website/publication
 Social Media (Facebook, Twitter, Instagram)
 I regularly attend

I am presenting at ACTFL

REGISTRATION FEES

	Early Bird (by 7/10/19)	Advance (by 10/30/19)	Late/Onsite (After 10/30/19)
FULL CONVENTION REGISTRATION (FRIDAY – SUNDAY)			
Member	<input type="checkbox"/> \$255	<input type="checkbox"/> \$270	<input type="checkbox"/> \$365
Non-Member	<input type="checkbox"/> \$370	<input type="checkbox"/> \$385	<input type="checkbox"/> \$480
ONE DAY REGISTRATION			
Member – One Day	<input type="checkbox"/> \$225	<input type="checkbox"/> \$240	<input type="checkbox"/> \$335
Non-Member – One Day	<input type="checkbox"/> \$320	<input type="checkbox"/> \$335	<input type="checkbox"/> \$430
Check day(s) that apply:	<input type="checkbox"/> Friday	<input type="checkbox"/> Saturday	<input type="checkbox"/> Sunday

Group Discount: A 10% group discount on the full convention registration is only applicable when **10 or more individuals** are registered from the same institution accompanied by payment on one check, credit card or purchase order. Each individual registrant must complete a registration form and all forms must be submitted at the same time as a group with full payment by October 30, 2019. *This discount cannot be applied to onsite registration, pre-convention workshops, or other ticketed events. One Day Registrations are not eligible for the group discount.*

**Do not send membership fees with registration. Membership fees must be sent to ACTFL Lockbox, P.O. Box 34949, Alexandria, VA 22334-0949*

Continued on reverse

*Full Day Pre-Convention Workshops

Thursday, November 21, 2019 9:00 a.m. - 4:00 p.m.		By 10/30/19	After 10/30/19
W01	Seeing Your World Language Program through a Can-Do Lens	<input type="checkbox"/> \$185	<input type="checkbox"/> \$210
W02	Authentic Language, Authentic Tasks, Authentic Assessment: Using Integrated Performance Assessments	<input type="checkbox"/> \$185	<input type="checkbox"/> \$210
W03	The Art of Integrated, Literacy-based Lesson Planning	<input type="checkbox"/> \$185	<input type="checkbox"/> \$210
W04	Developing Language Performance in the Classroom: Novice to Intermediate	<input type="checkbox"/> \$185	<input type="checkbox"/> \$210
W05	Building Intermediate and Advanced Level Proficiency to Achieve the Seal of Biliteracy	<input type="checkbox"/> \$185	<input type="checkbox"/> \$210
W06	Teaching for Social Justice in the World Language Classroom	<input type="checkbox"/> \$185	<input type="checkbox"/> \$210
W07	The Baby and the Bathwater - Making Project-Based Language Learning (PBL) Work with What Already Works	<input type="checkbox"/> \$185	<input type="checkbox"/> \$210
W08	AP World Languages and Cultures: from Program Design to New Resources	<input type="checkbox"/> \$185	<input type="checkbox"/> \$210
W09	The IN(put)s and OUT(put)s of Comprehensible Input (CI)	<input type="checkbox"/> \$185	<input type="checkbox"/> \$210
W10	Building a Classroom Discourse Community Through High-Leverage Practices	<input type="checkbox"/> \$185	<input type="checkbox"/> \$210
W11	AAPPL Familiarization: Connecting Proficiency & Performance	<input type="checkbox"/> \$185	<input type="checkbox"/> \$210
SPECIAL EVENTS (* tickets will not be sold onsite)			Purchase By 11/17/19
SE1	NNELL Networking Breakfast * Saturday, Nov. 23, 7:30 a.m. – 9:00 a.m.		<input type="checkbox"/> \$18
SE2	AATJ Awards Luncheon * Saturday, Nov. 23, 12:00 p.m. – 1:15 p.m.		<input type="checkbox"/> \$55
SE3	Embassy of France Luncheon * Saturday, Nov. 23, 12:00 p.m. – 1:15 p.m.		<input type="checkbox"/> \$55
SE4	Embassy of Spain Luncheon * Saturday, Nov. 23, 12:00 p.m. – 1:15 p.m.		<input type="checkbox"/> \$55

***All pre-convention workshop attendees must register for at least one day of the convention.**

CHILDREN

Due to the size and nature of the 2019 ACTFL Annual Convention and World Languages Expo, children under age 16 will not be permitted in the Exhibit Hall or in any of the educational sessions or workshops. Your hotel concierge may be able to recommend activities for children while you are attending the Convention. We appreciate your understanding and cooperation. Children 16 years and over will need to register as an attendee.

BADGE REPLACEMENT

If an attendee misplaces or loses a badge once it is printed onsite, the registered individual must pay a fee of \$150 for a replacement badge.

CANCELLATION / REFUND POLICY

All requests for refunds must be made in writing to Convention Data Services, no later than Wed., October 30, 2019. No refunds for registration or ticketed events (pre-convention workshops and special events) will be issued after this date.

- Refund requests will be subject to a \$75 processing fee and will be made in the same manner payment was made.
- Check refunds for those who cancel by October 30, 2019 will be processed after the convention; please allow 8 weeks for processing.
- Substitution requests must be in writing from the original registrant. Such requests are subject to a \$75 processing fee.

RATE ADJUSTMENTS

- Adjustments and/or refunds for registration fees will not be given to individuals who register at the non-member rate and later join ACTFL or one of the convention partner organizations.

REGISTRATION CONFIRMATION

Confirmations will be sent via email from the convention registrar, Convention Data Services, within 3 business days of receipt of the registration. Please keep a copy of this form for your records.

REGISTER Online: www.actfl.org | **By Fax:** (508) 743-9626

By Mail: ACTFL c/o Convention Data Services, 7 Technology Park Dr., Bourne, MA 02532

By Phone: Call (508) 743-8561 to register over the phone.

PAYMENT INFORMATION

All payments should be made to ACTFL in U.S. Dollars drawn on a U.S. Bank. All registrations must be accompanied by payment. Faxed forms must include credit card information.

Credit Card:

Visa MasterCard American Express

Total Registration \$ _____

Total Workshops/Meals \$ _____

Total Amount \$ _____

Check #: _____

Payable to ACTFL

Purchase Order #: _____

PO's will only be accepted from an institution and must accompany the registration form. **PO's must be paid in full before the convention.** See registration policies for instructions. Please provide email address below of your finance/accounting contact:

Billing Address: Institution/Company

Address

City | State | Zip | Country

Credit Card # Exp. Date

Name of Cardholder | Signature

ACTFL reserves the right to charge the correct amount if different from the amount above. Form may be photocopied.