

## ACTFL 2019 Convention Registration Information & Policies

### **Submitting Registrations**

Registrations may be submitted online, by phone, fax or mail.

Register Online: [www.actfl.org](http://www.actfl.org)

Register by Phone: (508) 743-8561

Register by Fax: (508) 743-9626

Register by Mail: ACTFL c/o Convention Data Services (CDS), 7 Technology Park Dr., Bourne, MA 02532

### **Registration Rates – Join ACTFL and Save!**

| <b>Registration Category</b> | <b>Early Bird (by 7/10/19)</b> | <b>Advance (by 10/30/19)</b> | <b>Late/Onsite (after 10/30/19)</b> |
|------------------------------|--------------------------------|------------------------------|-------------------------------------|
| Member                       | \$255                          | \$270                        | \$365                               |
| Non-member                   | \$370                          | \$385                        | \$480                               |

#### **One Day Registration for Friday, Saturday, Sunday**

|                    |       |       |       |
|--------------------|-------|-------|-------|
| One day member     | \$225 | \$240 | \$335 |
| One day non-member | \$320 | \$335 | \$430 |

|                                  |  |       |       |
|----------------------------------|--|-------|-------|
| <b>Pre-convention Workshops*</b> |  | \$185 | \$210 |
|----------------------------------|--|-------|-------|

\* In order to attend a pre-convention workshop, all attendees must be registered for at least one day of the convention (Friday, Saturday or Sunday) and pay the workshop fees.

### **Registration Fees**

**Payment must accompany registration forms** and is due in full at the time of registration in U.S. funds. All attendees must be registered for the convention, and only registered attendees may register for a workshop or ticketed event. Returned checks will be subjected to a \$35 fee. ACTFL and the registrar, CDS, reserve the right to charge the real amount due if this differs from the amount written on your form. Lack of payment by check will result in the ticketed workshop or event not being reserved under your file; we are not responsible for activities that sell out during the time it takes to obtain full payment.

**IMPORTANT NOTICE:** Please verify that all workshops/luncheons are correct, as no changes or refunds will be permitted after October 30, 2019. If you decide to select another workshop/luncheon after October 30, 2019, you will be required to pay the full price of the new activity selected. Those registering after October 30, 2019 will not be permitted to make changes to their selections once the registration process is complete.

### **ACTFL Membership Dues**

NOTE: Do not send checks for membership dues and registration fees to the same place. Checks for ACTFL Membership Dues must be sent to: ACTFL Membership, P.O. Box 34949, Alexandria, VA 22334-0949. Registration fees must be sent to Convention Data Services (CDS), 7 Technology Park Dr., Bourne, MA 02532. Combining these two payments will only result in a delay in the processing and may require that you pay fees onsite, as one of the two parties may not receive payment prior to the convention.

### **CANCELLATION/REFUND POLICY**

All requests for refunds for a cancellation must be made in writing to Convention Data Services, no later than Wednesday, October 30, 2019. No refunds for registration or any ticketed event (pre-convention workshop or meal function) will be made after this date. All refund requests will be subject to a \$75 processing fee and will be made in the same manner payment was made. All check refunds for those who cancel by October 30, 2019 will be processed after the convention; please allow 8 weeks for processing. All substitution requests must be in writing from the original registrant. Such requests are subject to a \$75 processing fee.

### **Purchase Order Instructions**

Purchase Orders will ONLY be accepted from an institution and MUST accompany the completed registration form. Each Purchase Order must contain the following information: Attendee name(s) and amount due for each attendee. Purchase Orders may be used to register online and must include valid credit card number with expiration date and name on card. Any purchase order that does not include the complete credit card information will be returned. The original purchase order and registration form for each attendee MUST be mailed to ACTFL c/o Convention Data Services, 7 Technology Park Dr., Bourne, MA 02532.

The convention registrar, Convention Data Services (CDS), will send an invoice to the issuer of purchase orders; ***HOWEVER, IT IS THE ATTENDEE'S RESPONSIBILITY TO MAKE SURE INSTITUTION PURCHASE ORDERS HAVE BEEN PAID (CHECK OR CREDIT CARD PAYMENT RECEIVED) PRIOR TO THE CONVENTION.*** Purchase Orders must be paid in full before registration credentials can be issued on-site. Please provide a fax number or email address for invoicing purposes.

**Check payments for the Purchase Orders for registration payment must be received no later than Wednesday, October 30, 2019.** DO NOT send payment to ACTFL headquarters, as this will only delay the receipt of your payment. After October 30, 2019, please bring your payment (Check, Credit Card or Cash) with you onsite to Washington, DC since payment may not be received and processed in time.

**IMPORTANT NOTICE: Purchase Orders will NOT be accepted onsite as a form of payment.** If payment is not received before the convention dates, you will be required to pay onsite using a valid credit card, cash or personal check which will be refunded after the convention if the purchase order payment is received within 30 days after the convention. It is each attendee's responsibility to ensure that CDS has received payment for your registration and activities, as the registrar will not verify this, nor provide a fax number once onsite in Washington, DC. You will be required to pay any outstanding balance before being admitted to the show floor and any workshops/luncheons. Please make sure to follow up with your finance department before departing for Washington, DC.

### **Confirmation of Registration**

Registration confirmations will be sent via e-mail from the convention registrar, CDS, within 2-3 business days after receipt of the correct and completed (i.e. paid in full) registration information. If no e-mail address is provided along with your registration, then fax or postal mail will be used. Please keep a copy of your confirmation for your records.

### **Registration Categories**

Member vs. Non-Member: **An individual is eligible to pay the member rate if he/she is a current member of ACTFL or any of these convention partner organizations: American Association of Teachers of German (AATG), American Association of Teachers of Italian (AATI), American Association of Teachers of Japanese (AATJ), Chinese Language Association of Secondary-Elementary Schools (CLASS), Chinese Language Teachers Association (CLTA), Foreign Language Association of Virginia (FLAVA), Greater Washington Association of Teachers of Foreign Language (GWATFL) and Maryland Foreign Language Association (MFLA).** Your membership must not expire prior to November 30, 2019.

Please make sure you have valid documentation of your membership status (if applicable) since the membership information provided by these convention partners is not always the most current. In case we do not have your name on a list provided by the convention partner, you would be obliged to pay the non-member rate and follow up with the convention partner **yourself** in order to provide this proof to the registrar for a refund post-convention.

Please get in touch with your organization before departing for Washington, DC to obtain any documents necessary. **NOTE: Adjustments 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 partner organizations.**

**Full Convention:** A registrant is eligible to attend all convention activities other than pre-convention workshops and ticketed events, which require an additional fee.

**One Day Only:** A registrant in this category is eligible to attend all convention activities during the one-day for which he/she is registered (Friday, Saturday or Sunday). Pre-convention workshops and ticketed events require an additional fee.

**Pre-Convention Workshops:** In order to attend a pre-convention workshop, all attendees must be registered for at least one day of the convention (Friday, Saturday or Sunday) and pay the workshop fees.

**Ticketed Meal Functions:** Please note that **no tickets for the meal functions will be sold onsite**. All tickets must be purchased in advance no later than Sunday, November 17, 2019.

**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 with 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 mail or fax only** to be received by October 30, 2019. **This discount cannot be applied to onsite registration, pre-convention workshops, or ticketed events.**

### **Special Needs**

The convention facilities are all handicap-accessible. ACTFL will work with convention participants to assist in the accommodation of any special needs request. In order for ACTFL to be of assistance to persons with disabilities who require special assistance, or who need specially-equipped hotel rooms, the attendee **must advise both ACTFL and their hotel in writing no later than Wednesday, October 16, 2019**. ACTFL does not provide special equipment such as wheel chairs or scooters. We will provide a list of rental companies. A request for special needs should include complete contact information including a daytime phone number and e-mail address.

**Deaf attendees requesting ASL interpreters must register for the convention and notify ACTFL at [convention@actfl.org](mailto:convention@actfl.org) by the October 16, 2019 deadline. A full convention itinerary must be emailed to ACTFL no later than Monday, October 21, 2019.**

**After the October 16, 2019 deadline, ACTFL cannot guarantee that all special needs requests can be accommodated.**

### **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 will 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 to get a replacement badge.

### **Professional Development Units/Hours and Certificate of Attendance**

Forms will be available onsite in the registration area to record your professional development units/hours from attending sessions during the convention. Attendees must complete a form for each day spent in workshops or sessions. Individuals should check with their state or district prior to the convention for local requirements. It is the individual's responsibility to file the paperwork correctly. ACTFL will not file with the state or district for an attendee. ACTFL takes no responsibility for the paperwork being correct and completed according to local requirements. Attendees may print off a copy of their Certificate of Attendance at the close of the convention in the registration area.

### **Photograph Permission**

By registering for this convention, individuals are giving ACTFL permission to use any photographs or videos taken during the Convention.

### **E-mail and Mailing List Permission**

By registering for this convention, individuals are giving ACTFL permission to make their contact information available to exhibiting companies and any of our Convention Partner organizations. Individuals not wishing this information to be released must select the "Opt Out" option when registering.

### **Questions**

If you have questions, please call **Convention Data Services (CDS) customer service at 508-743-8561**.