

Registration Worksheet

IMPORTANT: This worksheet is ONLY for use in gathering information for ONLINE REGISTRATION. DO NOT send worksheets to PSBA as they will NOT be entered in place of an online registration. Registrations MUST be completed ONLINE ONLY. (Registration does NOT include hotel reservations.)

*If you will be completing online registrations for multiple people, complete the **CONTACT information** and then make copies for each registrant to complete their individual details. Use the forms as a reference to accurately register all individuals.*

School/Organization Name _____

Contact Person _____

Phone () _____

Email _____

☐ **Yes, we are a PSBA All-Access participating district
(save 20% on full conference registration!)**

Individual Registrant Information

First Name _____ Last Name _____

Preferred Name (as it appears on badge) _____

Position/Job Title _____

Email _____

Accessibility/Dietary/Special Needs _____

Emergency Contact

Name _____

Phone () _____

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Registration Type

- ☐ **Full Conference** (Sunday, October 15 – Tuesday, October 17, 2023) **\$499 (or \$399 for All Access Members)**
(includes two keynote speakers, education sessions, exhibit hall, program materials, breakfast on Monday and Tuesday, lunches on Monday and Tuesday, Exhibit hall reception, and PA Public Education Foundation Awards and Student Showcase)

OR

- ☐ I will attend ONLY on the following **individually selected days (no discounts apply)**:
- Monday, October 16, 2023 **(\$300)**
 - Tuesday, October 17, 2023 **(\$300)**

****Please note – Delegate Assembly registration is separate from School Leadership Conference. This event is no longer held during School Leadership Conference. Information for Delegate Assembly is mailed to your board secretary.****

PAYMENT METHOD

- ☐ Bill my school entity
☐ Credit card (VISA or MasterCard only)

Spouse or Guest Yes No

*One complimentary registration per paid registrant. Includes exhibits and education sessions **ONLY** (no meals)*

*Guests may not be school board members, superintendents, or other school staff.

First Name _____ Last Name _____

Preferred Name (as it appears on badge) _____

Accessibility/Dietary/Special Needs _____

If you would like to register your spouse or significant other for conference meals, please contact Grace Rodgers at grace.rodgers@psba.org or visit the registration desk when you arrive at conference.

Cancellation Policy:

All cancellations must be submitted in writing on district letterhead and be mailed to PSBA, 400 Bent Creek Blvd., Mechanicsburg, PA 17050, or emailed to Conference.Info@psba.org. The last day to cancel and receive a full registration fee refund is **September 18, 2023**. A \$50 cancellation fee will be charged for cancellations received September 19, 2023, and after. **Beginning October 7**, NO REFUNDS will be granted on any registrations, meals or events. No-shows will be charged full registration fee.