



## 2019 CONFERENCE REGISTRATION WORKSHEET

1. PRE-CONFERENCE ACTIVITIES FEES   DEC. 4	EARLY June 4 – Aug. 2	REGULAR Aug. 3 – Nov. 8	LATE After Nov. 8
Orientation for New Trustees	( ) x \$375* =	( ) x \$375* =	( ) x \$425* =
Legal Symposium for Experienced Board Members	( ) x \$375* =	( ) x \$375* =	( ) x \$425* =
Delegate Assembly Luncheon ( <i>open to Delegates only</i> )	( ) x \$93* =	( ) x \$93* =	( ) x \$93* =
Board Presidents Workshop	( ) x \$375* =	( ) x \$375* =	( ) x \$425* =
School Facilities Forum (1:00–5:00 p.m.)	( ) x \$175* =	( ) x \$175* =	( ) x \$225* =
2. CONFERENCE REGISTRATION FEES   DEC. 5 – 7	EARLY June 4 – Aug. 2	REGULAR Aug. 3 – Nov. 8	LATE After Nov. 8
CSBA Members**	( ) x \$550 =	( ) x \$580 =	( ) x \$825 =
Spouse†	( ) x \$100 =	( ) x \$100 =	( ) x \$100 =
Other ( <i>Individuals not affiliated with any school district or COE</i> )	( ) x \$1,350 =	( ) x \$1,350 =	( ) x \$1,350 =
Student Board Members ( <i>Includes student program and meals</i> )	( ) x \$350 =	( ) x \$350 =	( ) x \$400 =
Past CSBA Presidents	Complimentary	Complimentary	Complimentary
Executive Assistants One-Day Program ( <i>Friday, Dec. 6.</i> )	( ) x \$375 =	( ) x \$375 =	( ) x \$425 =
<b>Subtotal</b> (Conference Fees)	\$ _____	\$ _____	\$ _____

### CA COUNCIL OF SCHOOL ATTORNEYS (CCSA) ANNUAL MEETING AND LUNCHEON\*\*\*

Thurs., Dec. 5 and Fri., Dec. 6

If you are interested in registering for the CA Council of School Attorneys (CCSA) Annual Meeting and Luncheon, please contact Kyla Asbell at (916) 669-3268 or kasbell@csba.org.

† Individuals not affiliated with any school district or county office of education.

\* Member fee

\*\* Individual board members, administrators, teachers and staff are considered members of CSBA if their district or county office is a member.

\*\*\* You do not need to register for CSBA's Annual Education Conference to attend the CA Council of School Attorneys (CCSA) meeting and luncheon. Registration of the CCSA meeting does not permit access to the CSBA Annual Education Conference and Trade Show.

### 3. MEAL FUNCTION FEES

#### THURSDAY, DEC. 5

CSBA Spotlight Luncheon Choose one: <input type="radio"/> Fish <input type="radio"/> Beef <input type="radio"/> Vegetarian	( ) x \$93 =
CSBA Golden Bell Awards Reception and Ceremony	( ) x \$93 =
Chaperone Ticket for Student Board Member Ice Cream Social	( ) x \$55 =

#### FRIDAY, DEC. 6

Asian Pacific Islander School Board Members Association Breakfast	( ) x \$55 =
CCBE Breakfast/Membership Meeting	( ) x \$55 =
ACSA Superintendent Luncheon	( ) x \$93 =
California Association of Black School Educators Luncheon	( ) x \$93 =
California Latino School Boards Association (CLSBA) Luncheon	( ) x \$93 =
California Suburban School Districts Association Luncheon	( ) x \$93 =
CA Council of School Attorneys (Luncheon only)	( ) x \$93 =
Chaperone Ticket for Student Board Member Networking Lunch	( ) x \$93 =
CSBA Legislative Network Luncheon	( ) x \$93 =
Small School Districts Luncheon	( ) x \$93 =
Urban School Districts Luncheon	( ) x \$93 =

#### SATURDAY, DEC. 7

CSBA/California Women Lead Breakfast	( ) x \$55 =
Fellowship Breakfast	( ) x \$55 =

**Subtotal** (Meal Function Fees) \$ \_\_\_\_\_

★ **Total** (Conference + Meal Function Fees) \$ \_\_\_\_\_

Early registrations and regular registrations must be paid in full by the deadline date or you will be charged the registration rate in effect at the time of receipt by CSBA.

Make checks payable to California School Boards Association, c/o West America Bank, P.O. Box 1450, Suisun City, CA 94585-4450 noting the EXP-Invoice # = Booking ID included on confirmation email. Completed forms can be faxed to (888) 772-1888. This fax line is PCI compliant. Direct all registration inquiries to [csba@experient-inc.com](mailto:csba@experient-inc.com) or (800) 424-5249 between 8:00 a.m. and 3:00 p.m.

Name	Title	
School District/County Office/Agency		
Address	City	Zip
Phone	Email	
Check/Visa/MasterCard/American Express/Discover #	Expiration Date	
Spouse' Registration Name (Please indicate the name of spouse who is being registered at the \$100 fee. <b>Note:</b> Meal functions require additional purchased tickets.)		

## REGISTRATION INSTRUCTIONS

If you are processing through the district/county office, fill out a copy of this registration worksheet and submit it to your district/county superintendent's executive assistant. The executive assistant will complete the form online and submit the registration for all district/county conference attendees to CSBA.

**A separate registration worksheet is required for each individual registrant if submitting offline.**

When completing the conference registration worksheet(s), fill in all required information, calculate the total amount due and include a check payable to California School Boards Association, c/o West America Bank, P.O. Box 1450, Suisun City, CA 94585-4450 noting the EXP-Invoice # = Booking ID or Visa/MasterCard/American Express/Discover number. One check or Visa/MasterCard/American Express/Discover can be used for multiple registrants.

- CSBA does not accept Purchase Order payments for AEC registration fees.
- Registration will not be processed unless properly completed with a check or Visa/MasterCard/American Express/Discover number included for the total amount indicated.
- Check payments delay processing and must be received no later than November 1, 2019. Otherwise, it must be paid onsite at the current registration rate.
- Meal functions are open to all conference attendees who wish to purchase meal function tickets, including spouse registrants (except for the CSBA Golden Bell Awards Reception and Ceremony which does not require conference registration).
- Please purchase meal function tickets in advance. Tickets will not be sold after 5:00 p.m. the day before each function. **No tickets will be sold at the door.**
- Individual board members, administrators, teachers and staff are considered members of CSBA if their district or county office of education is a member, and must register at the CSBA member rate.

## SPOUSE REGISTRATION TERMS AND CONDITIONS

Each conference registrant is limited to one spouse registration at the \$100 fee. Spouse registrations are only available to CSBA members. A spouse is defined as a spouse or significant other who is not affiliated with or employed by a California school district or county office of education (including board members, administrators, teachers or staff). Co-workers or associates are not eligible to use the spouse registration category. If this registration category is used by someone other than a spouse, the registrant will be charged a full conference registration fee for that person.

Spouses will receive a badge giving them access to all general sessions, breakout sessions and the trade show floor. Meal functions require an additional purchased ticket for all attendees, including spouses.

## THIS IS AN ELECTION YEAR

If you wish to pre-register a board member, but will not know the person's name until after the November election, write in "Pending Board Member" on the name line of the conference registration form. CSBA will contact

the district/county superintendent's executive assistant after the election to obtain the newly elected board member's name(s).

## EXPECTING A CHANGE IN SUPERINTENDENT

If you know you will have a new superintendent and wish to pre-register them for AEC you can do so by writing in "Pending Superintendent" on the name line of the conference registration worksheet. CSBA will contact the district/county superintendent's executive assistant to obtain the new superintendent's name.

## ANNUAL EDUCATION CONFERENCE CANCELLATION POLICY AND PAYMENT TERMS

Cancellation/refund requests must be submitted in writing no later than November 14, 2019, three (3) weeks prior to the start date of the conference. There will be a 25 percent cancellation fee for each registration deducted from all refunds (excluding ticketed meal functions which are fully refundable). Direct all cancellation and refund requests to [csba@experient-inc.com](mailto:csba@experient-inc.com) or by fax to (888) 772-1888 between 8:00 a.m. and 3:00 p.m.

After November 14, 2019, the three (3) week deadline, there will be no refunds on registration fees or separately purchased meal functions. There are no refunds for no-shows.

Refunds of fees paid will be issued to the district less the appropriate cancellation fee.

Early registrations and regular registrations must be paid in full by the deadline date or you will be charged the registration rate in effect at the time of payment.

## SPECIAL ACCOMMODATIONS



The California School Boards Association's Annual Education Conference is accessible to persons using wheelchairs, and to other persons with disabilities for whom reasonable accommodation, such as assistive listening devices for the deaf and informational materials in large print or alternate formats for those with vision-impairment, may be made available, if requested. Contact CSBA at (916) 669-3271. Provide at least 72 hours' notice to help ensure availability of accommodation.

Persons with health-related considerations such as multiple chemical sensitivities, environmental illnesses, food allergies, or special dietary needs, may also notify CSBA when registering for the conference to determine whether special arrangements can be made for them.

## PRIVACY POLICY

CSBA will not release information about the registration or attendance of registrants other than in response to governing board action requesting such information or in response to a lawful subpoena or court order.

## EARLY REGISTRATION FEES VALID UNTIL AUGUST 2, 2019

**Save time, go online!** Online registration is available at [aec.csba.org](http://aec.csba.org) through November 25, 2019.