



# How to Register

## Register Online

For Institutes, Pre-Conference Institutes, and Conferences, go to

<http://shop.ascd.org/conferences.aspx>

For Professional Development Online

courses, go to <http://pdonline.ascd.org>

## Call Toll-Free

800-933-ASCD (2723) or 703-578-9600, then press 1. We'll take your credit card or purchase order number right over the phone and begin processing your order that day. (Hours: Monday–Friday, 8 a.m.–6 p.m., Eastern Time)

## By Fax or Mail

To register for an ASCD Institute, Pre-Conference Institute, or Conference, complete the Registration Form on page 21 (Please also read the instructions that explain terms, fees, special services, cancellation policies, and travel and lodging disclaimers.) Then, fax your completed form to **703-575-5414** or mail to **ASCD, P.O. Box 17035  
Baltimore, MD 21297-8431, USA.**

## Registration Terms

Registrations are accepted on a full-payment, first-come-first-served basis only. Confirmations are e-mailed within 48 hours after processing your registration. Please do not book non-refundable airline tickets without confirmation that your registration has been received and processed.

## Special Services

Please notify ASCD at the time you register if you need a sign language interpreter or other special assistance. ASCD must be notified at least 14 calendar days in advance of the event.

## On-Site Registration

The 2011–2012 Professional Development Institutes may sell out. Do not depend on registering on-site. Please contact ASCD for availability. When space is available, you may register on-site for an additional \$25 fee.

## Program Cancellation

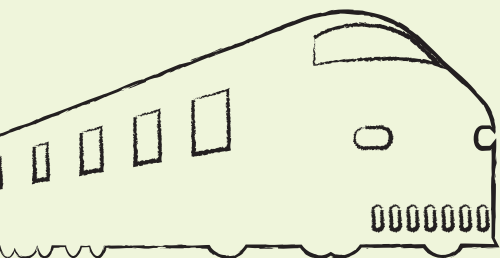
ASCD reserves the right to cancel programs because of low registration. In the unlikely event of a cancellation, all registrants will be notified and will receive full refunds. Please do not make non-refundable airline reservations until you contact ASCD to find out if your program is being considered for cancellation. ASCD is not responsible for reimbursing airline tickets.

## No Show

If you are unable to attend a program for which you have registered, please write ASCD 14 calendar days prior to the start of the program to request a credit voucher or send a non-registered person in your place, with registration confirmation or written authorization from you. For all cancellations, refunds, or credits, there is a \$35 processing fee or \$70 processing fee for both Conference and Pre-Conference Institute cancellations. If you cancel within 14 days of the program, no refund or voucher will be issued. Email [cancel@ascd.org](mailto:cancel@ascd.org)

## Team Discounts

Every fifth person you register from the same school or organization may attend an ASCD Institute without paying a registration fee. **Note:** Registrations must be submitted together and include payment of all Materials Fees. (This discount does not apply to the ASCD Summer Showcase.)



### Leadership Discount

If you attend three of our Institutes in a two-year period, you can receive registration to your fourth Institute for free. (You will be responsible for Materials Fees.)

### Travel, Meals, and Lodging

Participants are responsible for securing their own transportation, meals, and lodging. Check the ASCD website at [www.ascd.org/pdi-travel](http://www.ascd.org/pdi-travel) for more travel and lodging information. Make your reservations early for the best prices.

Coffee, tea, and pastries will be available each morning. Soft drinks will be available during afternoon breaks. Participants are responsible for all other meals during the conference.

You will receive hotel reservation information with your confirmation. Please make hotel reservations by the cutoff date specified to secure ASCD group rates. After the cutoff date, or if the room block is full, the hotel may not accept your reservation at the group rate.

### Important Handout and Confirmation Information

In the interest of the planet, ASCD has gone green. Registered participants will receive registration confirmations and notification of session handouts via e-mail. All session handouts will be posted on the ASCD website and will be made available two weeks prior to the event for downloading. Be on the lookout for an e-mail from ASCD that will provide details on how to access the handouts including the web address (URL location) and login. We encourage all participants to download their handouts to their laptops prior to the Institute.



#### NEW! Note-taking capabilities with session handouts!

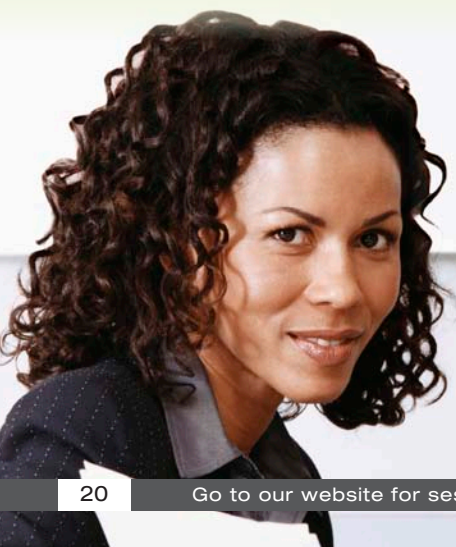
To make it possible for you to take notes on session handouts, we provide the following options:

**Option One:** If you have Adobe Acrobat Standard or higher, you can use your PC or Mac to type notes directly on the PDF Handouts.

**Option Two:** If you do not have Adobe Acrobat Standard or higher, you can still use your PC or Mac to type notes directly on the PDF Handouts using **Adobe Reader**.

**PLEASE NOTE:** Meeting rooms may not have wireless access and will have limited electrical outlets. There will be charging stations throughout the common areas.

We appreciate your assistance in helping us make the ASCD Professional Development Institutes an Earth-friendly event.



# Registration Form

Register only one person per form.

**NOTE:** Please check individual Institute descriptions for any Materials Fees that may apply.

## INSTITUTE INFORMATION

Title	Registration Code	Registration Fee	Materials Fee	Total
<b>Grand Total</b>				

## PARTICIPANT INFORMATION

Payment information will be sent to this address. Please print so name badge will be correct.

Name  Mr.  Mrs.  Ms.  Dr. Job Title

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School/District Membership/Customer ID No.

---

Street Address ( Home  Office Address)

---

City State/Province Zip/Postal Code Country

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Home  Office Phone E-mail Address (Required)

## PAYMENT INFORMATION

- Check payable to ASCD enclosed.  
(To pay in Canadian dollars, please add 13% to the U.S. dollar amount.)
- Please bill my institution. (Include official purchase order.)
- Institutional Membership Voucher(s) enclosed.

Charge:  Visa  MC  AMEX  Discover

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Account No. Expiration: (MM/YY)

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Signature Name on Credit Card (Please Print)



Mail: ASCD, P.O. Box 17035, Baltimore, MD 21297-8431, USA  
 Call Toll-Free: 800-933-ASCD (2723) or call 703-578-9600, then press 1  
 Fax: 703-575-5414 • E-mail: member@ascd.org • Internet: www.ascd.org



# Save a bundle on ASCD School Improvement Resources by Joining ASCD as a Select Member!



Select

ASCD MEMBERSHIP

## Here's what you get:

- Low member prices on ASCD books, conferences, and other professional development resources.
- Five (5) NEW complimentary ASCD books mailed directly to you before they are available to everyone else—a \$75 value.
- *Educational Leadership*—eight (8) colorful issues of the most popular magazine for the professional educator.
- *Education Update* newsletter—twelve (12) issues to keep you current on education trends, research findings, programs, and resources.
- Access to ASCD Online Library to search ASCD publications when you log in to myASCD.

Yes, I want to save a bundle on professional development resources by joining ASCD as a **Select Member!** Price: \$89

**Premium and Institutional memberships are also available!**  
**For memberships outside the United States and Canada, please add \$5.**

## MEMBERSHIP APPLICATION

- Check enclosed. (Make payable to ASCD in U.S. dollars only.)
- Please bill me. (Provide home address for billing purposes.)
- Bill my institution. (Enclose an official purchase order from your institution.)

Charge:  Visa       MC       AMEX       Discover

Account Number \_\_\_\_\_ Expiration: (MM/YY) \_\_\_\_\_

Signature \_\_\_\_\_ Name on Credit Card (Please Print) \_\_\_\_\_

Name  Mr.  Mrs.  Ms.  Dr. \_\_\_\_\_ Job Title \_\_\_\_\_

Organization Name (if applicable to this address) \_\_\_\_\_

Street Address ( Home  Office Address) \_\_\_\_\_

City \_\_\_\_\_ State/Province \_\_\_\_\_ Zip/Postal Code \_\_\_\_\_ Country \_\_\_\_\_

Home  Office Phone \_\_\_\_\_ E-mail Address \_\_\_\_\_

**Priority code: N05**

Complete and mail with your catalog order form or call toll-free: 800-933-ASCD (2723) or 703-578-9600, then press 1. Join online at: [www.ascd.org/joinascd](http://www.ascd.org/joinascd)  
Mail: 1703 N. Beauregard Street, Alexandria, VA 22311-1714  
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