



# 2011 Conference Pre-Registration Worksheet

(Aug. 15 – Nov. 10)

CSBA Annual Education Conference and Trade Show | December 1 – 3, San Diego, California | [aec.csba.org](http://aec.csba.org)

## Pre-conference event fees (valid through Nov. 10)

### Wednesday, November 30

Orientation for New Trustees	_____ @ \$195*
Legal Symposium for Experienced Board Members	_____ @ \$195*
Delegate Assembly Luncheon (open to Delegates only)	_____ @ \$65
Board Presidents Workshop	_____ @ \$195*

## Conference pre-registration fees

(valid Aug. 15 – Nov. 10)

### Thursday, December 1 through Saturday, December 3

CSBA Members***	_____ @ \$455
Spouse/Partner† (complimentary)	_____ @ \$0
Other (Individuals not affiliated with any school district or COE)	_____ @ \$505
Student Board Members (Includes student program and meals)	_____ @ \$350
Past CSBA Presidents (complimentary)	_____ @ \$0
Executive Assistants one-day registration (Event is Friday, Dec. 2. Includes continental breakfast and lunch)	_____ @ \$250

## Meal functions and activities fees

### Thursday, December 1

California Suburban School Districts Association Luncheon	_____ @ \$65
Urban School Districts Luncheon	_____ @ \$65
Small School Districts Luncheon	_____ @ \$65

### Friday, December 2

Asian Pacific Islander School Board Members Association Breakfast	_____ @ \$42
Association of Low Wealth Schools Breakfast	_____ @ \$42
California Latino School Boards Association (CLSBA) and the California Coalition of Black School Board Members (CCBSBM) Joint Breakfast	_____ @ \$52‡
CCBE Breakfast/Membership Meeting	_____ @ \$42
CCSA/CCA (Luncheon only)	_____ @ \$65
ACSA Superintendents Luncheon	_____ @ \$65
CSBA Legislative Network Luncheon	_____ @ \$65
Chaperone ticket for Student Board Member Networking Lunch	_____ @ \$65

### Saturday, December 3

Fellowship Breakfast	_____ @ \$42
CSBA/California Women Lead Breakfast	_____ @ \$42
(SF) <sup>2</sup> Annual Members Breakfast	_____ @ \$42
Chaperone ticket for Student Board Member Breakfast	_____ @ \$42
CSBA Golden Bell Awards Luncheon	_____ @ \$65

## CA Council of School Attorneys and County Counsels Association Joint Annual Meeting and Luncheon\*\*

### Thursday, December 1 and Friday, December 2

CCSA Members (choose Thursday or Friday)	_____ @ \$175
CCSA Members (both days)	_____ @ \$350
CCSA Non-members (choose Thursday or Friday)	_____ @ \$225
CCSA Non-members (both days)	_____ @ \$450

**Total** \$ \_\_\_\_\_

Make checks payable to CSBA, Attn: A/R, P.O. Box 1660, West Sacramento, CA 95691-1660 prior to **November 10, 2011**. If paying by purchase order or credit card, please fax completed form along with payment information to (916) 669-3366. Direct all registration inquiries to [register@csba.org](mailto:register@csba.org) (preferred) or (800) 266-3382, ext. 3314.

Name	Title	
School District/County Office/Agency		
Address	City	Zip
Phone	Email	
Check/P.O./Visa/MasterCard/American Express #	Expiration Date	

Spouse/Partner† Registration Name (Please indicate the name of spouse/partner who is being registered at the complimentary spouse/partner fee. Note: meal functions require additional purchased tickets.)

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

‡ Increased ticket cost due to change in venue

\* Member fee

\*\* You do not need to register for CSBA's Annual Education Conference to attend the CCSA/CCA meeting and luncheon. Registration of the CCSA/CCA meeting does not permit access to the CSBA Annual Education Conference and Trade Show.

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

**CSBA recognizes the impact of current economic times and has maintained the registration rates at the 2007 level.**

	<b>Early registration</b> <i>(online only)</i> June 14 – August 14	<b>Pre-registration</b> August 15 – November 10	<b>Onsite registration</b> after November 10
CSBA Members*	\$425	<b>\$455</b>	\$525
Spouse/Partner†	Complimentary	<b>Complimentary</b>	Complimentary
Student Board Members	\$350	<b>\$350</b>	\$350
Past CSBA Presidents	Complimentary	<b>Complimentary</b>	Complimentary
Other †	\$475	<b>\$505</b>	\$575
Executive Assistants <i>(Friday, Dec. 2 one-day registration)</i>	\$250	<b>\$250</b>	\$250

Registrations must be paid in full by the deadline date or you will be charged the higher rate.

## Registration instructions

If you are processing through the district/county office, fill out a copy of the pre-registration form 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 form is required for each individual registrant if submitting offline.

When completing the conference registration form(s), fill in all required information, calculate the total amount due and include a check payable to CSBA, purchase order or Visa/MasterCard/American Express number. One check, blanket purchase order or Visa/MasterCard/American Express can be used for multiple registrants. Mail to: CSBA, c/o Westamerica Bank, P.O. Box 1450, Suisun City, CA 94585-4450.

- Registration will not be processed unless properly completed, with a check, purchase order or Visa/MasterCard/American Express number included for the total amount indicated.
- Meal functions are open to all conference attendees who wish to purchase meal function tickets, including spouse/partner registrants (except for the Golden Bell Awards luncheon which does not require full conference registration).
- Please purchase tickets in advance. Only a limited number of meal function tickets will be available onsite until 5:00 p.m. the day before each function. **No tickets will be sold at the door.**
- Separate confirmation letters will be sent to each registrant prior to the conference.
- 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/partner registration terms and conditions

Each conference registrant is limited to one spouse/partner complimentary registration. A spouse/partner 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/partner registration category. If this registration category is used by someone other than a spouse/partner, the registrant will be charged a full conference registration fee for that person. Spouses/partners will receive a badge giving them access to all general session, breakout sessions and the trade show floor, but will not receive a conference bag and program. Meal functions require an additional purchased ticket for all attendees, including spouses/partners.

## 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).

## Annual Education Conference cancellation policy and payment terms

Cancellation/refund requests must be submitted in writing no later than November 10, 2011, 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 the CSBA Registrar by email to [register@csba.org](mailto:register@csba.org); by fax to (916) 669-3366, Attn: Registrar.

After November 10, 2011, the three (3) week deadline, there will be no refunds on registration fees and meal functions. There are no refunds for no-shows. CSBA encourages substitutions from within a district/county office.

Refunds of fees paid will be issued to the district less the appropriate cancellation fee. If payment of the registration has not yet been made an updated copy of the invoice showing the cancellation fee will be mailed to your district for payment.

Purchase order payment terms are net due 30 days from invoice date. Early registrations and pre-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.

## Substitution terms and conditions

If a registrant is unable to attend the conference, a substitute from within the same district/county office may be designated to attend in his/her place. However, a fee of \$10 will be charged for any substitutions made onsite.



If you have special needs that we can address to make your participation more enjoyable, please call CSBA at (800) 266-3382 ext. 3275 prior to the conference.

## Pre-registration fees valid until November 10, 2011

**Save time, go online!**

Online registration is available at [aec.csba.org](http://aec.csba.org) through November 27, 2011.