

**Annual Conference for
Middle Level Education**

.....
November 5–8, 2017 • Philadelphia, PA

Presenter Registration Policy

Presenter Registration Details

- Registrations received without valid full payment cannot be processed and may be returned. Full payment includes payment for the registration fees, ticketed options, and any memberships purchased.
- Acceptable forms of payment are check, VISA, MasterCard, Discover, American Express, and valid hard copy purchase orders.
- AMLE cannot be responsible for travel or housing reservations made prior to confirmation of registration.
- Each registrant will receive a confirmation e-mail which they must bring to Presenter Registration.
- Registrations are per person and cannot be shared.

Presenter Member Status

- **Member:** To qualify for the member rate, you must be a current Professional, Student, or School Member of AMLE and provide your member number. **Associate Members do not qualify*
- **Not a member?** Join before or when you register and receive the special member conference rate, plus get all the resources, information, and support you need as an education professional 365 days a year through AMLE. View membership info at <http://www.amle.org/Membership/tabid/209/Default.aspx>.
- **Non-Member:** If you are not a member your rate includes a 1-year AMLE Professional Membership.
- **Full-Time Student (Non-Educator):** This rate is for full-time students who are not currently employed as professionals in the education field. Simply attach a copy of your official school schedule to the registration form. The student rate requires facilitation of two sessions. You will be contacted prior to the conference to select your sessions for facilitation.

Presenter Registration Substitutions

- Substitutions must be made by mail, fax or e-mail by September 6th if changes are to be made in the program book. After September 6th, substitutions will be accepted; however changes to the program book will be prohibited.
- Substitutions are HIGHLY encouraged over cancelling. Please note that anyone substituting for an original presenter must take on the responsibilities of the presenter they are replacing.
- Any payment, tickets, memberships, will be transferred to the substitute. Otherwise, the change will be considered a cancellation for the original registrant (subject to the \$100 processing fee) and a new registration will be required for the substitute.

Presenter Registration Cancellations

- Cancellations must be made in writing via mail, fax, or e-mail by September 6th.
- Cancellations received by September 6th will be refunded in full, less a \$100 non-refundable processing fee. After September 6th, no refunds will be granted.
- Ticketed options will be refunded only if the entire registration is cancelled.
- Memberships purchased at the time of registration will be cancelled only if specifically requested. Membership refunds may be pro-rated based on the portion of member benefits you have received.
- Refunds will be issued in the same form as the payment that was received.
- Refunds will be processed no later than eight weeks after the conference.