

Policy No: G-1

Subject: Education Program Registration

Page: 1 of 2

Effective Date: 6/23/17

Revision Date(s):

Review Date(s):

Review Responsibility: AASL Board of Directors

Policy Statement:

All persons registering for AASL education programs will follow a pre-registration or on-site registration protocol. AASL members and early registrants will pay a reduced fee.

Focus:

Primary: AASL Staff

Secondary: AASL Members, Attendees

Definitions:

Education program: Any program provided by AASL for educational purposes. An education program may include an in-person event (national conference, symposium), online course, webinar or ticketed event (pre-conference session, cultural tour).

Attendees: An all-inclusive term that refers to any individual attending an event and may include such categories as registrant, exhibitor, sponsor, etc.

Purpose:

To define the guidelines for registration for AASL education programs.

Procedure:

1. All attendees must register for AASL education programs in which registration is a requirement to participate.
2. Volunteers, including committee members, AASL members, local school librarians, and speakers who are associated with the school library profession, must pay a registration fee to attend AASL education programs.
3. A preferential registration fee for ALA members with an additional preferential fee for AASL members will be established by AASL staff. A preferential rate may be established for other groups.
4. Registration fees may be waived for designated invited guests.
5. An official conference badge is required for admission to program meetings.
6. Registration information will be included in marketing material and must be completed by the published deadlines.
 - a. Registrants will be required to register using the online form and process unless there are accessibility issues that require a hard-copy application.
 - b. A copy of the registration form will be posted and available for attendees to use for processing and reimbursement with their employer. Online registrations will be accepted without payment, but attendee must note form of payment (PO, check).
 - c. Registrants who require accessibility will receive a hard-copy registration form that can be mailed to AASL Staff for processing.

7. On-site registration is available each day of the event unless otherwise noted.
8. The following procedure will be used for those registrants unable to fulfill a purchase order prior to the event:
 - a. Registrants who have a balance at time of the event will be required to present a credit card before receiving credentials.
 - b. Registrants who still have a balance 30 days after the conference will be notified that their balance is still in arrears and that their credit card will be charged.
 - c. AASL will make every effort to follow up with registrants and accounts payable departments when that information is provided.
 - d. It is the responsibility of the registrant to ensure that their purchase order is fulfilled.
9. Course registration cancellation will be accepted as follows:
 - a. Written cancellations received before the published deadline (approximately 30 days) will be subject to a \$50 processing fee.
 - b. No refunds will be given for written cancellations that are received after the published deadline.
 - c. No telephone cancellations will be honored.
 - d. AASL will not remit registration refunds due to weather, transportation problems, or any other travel delays.
 - e. Special circumstances will be handled on a case-by-case basis by the executive director.