REGISTRATION POLICIES AND PROCEDURES

To register for Learning Forward’s 2016 Annual Conference, please complete the Registration and Session Selection Forms.

Fees for Saturday and Sunday include lunch, materials, and program attendance. Fees for Monday and Tuesday include breakfast, lunch, materials, and program attendance. Wednesday’s fee includes brunch, general session program, morning sessions, afternoon sessions, and materials.

EARLY REGISTRATION DISCOUNT

Your registration must be postmarked on or before October 1, 2016 to be eligible for the discounted rates on 3-, 4-, or 5-day registrations listed on the Early registration form attached.

CONFIRMATION

You will receive confirmation by email, but your conference registration won’t be complete until you submit your session selection form. Conference materials will be distributed at the conference. Please call the Learning Forward Business Office (800-727-7288) if you have NOT received confirmation within two weeks of registering.

REGISTRATION FORM

SECTION 1 - Registration data must be filled out completely. Your membership number appears on your JSD address label. Please make sure we have your current email address on the form.

SECTION 2 - Select and total conference fees.

SECTION 3 - Special Conference membership and renewal prices.

SECTION 4 - Total and payment. Fees are payable by check, Visa, MasterCard, Discover, or purchase order. The purchase order must be enclosed with the registration. Learning Forward will invoice your school/district on the purchase order upon receipt. Payment of the invoice must be received before the conference.

SESSION REGISTRATION

Use the My Conference tool on the Learning Forward website to search for, determine availability, and select your session choices. Learning Forward’s conference sessions are ticketed and fill on a first come, first served basis. Register early for sessions to get your top choices. Alternatively, complete the session registration form attached and send along with this registration form.

CANCELLATION AND CHANGE POLICY

Cancellations must be sent in writing to the Learning Forward Business Office by Nov. 10, 2016 to receive a full refund. A 50% refund will be given to written requests received by Nov. 19, 2016. A processing fee of US$50 will be deducted from all refunds. No refunds will be issued for cancellations received after Nov. 19, 2016. Learning Forward reserves the right to process refunds after the conference concludes.

To transfer registration, make changes to payment method, or reduce or change days attending, email office@learningforward.org or call 800-727-7288. A US$25 handling fee will be assessed.

For more information visit www.learningforward.org/conference
Learning Forward member number ______________ Your membership number appears on your address label.

First Name ___________________________ Last Name ___________________________
(for your nametag)

School Dist. or Organization ______________ Position ___________________________

School Name ______________________________________________________________

Address / Street _____________________________________________________________

City / State / Province / Zip __________________________________________________________________________________

Work Email ___________________________________________ Personal Email __________

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**2 REGISTRATION FEES:**

Rates include US$50 early registration discount on 3-, 4-, or 5-day registrations.

<table>
<thead>
<tr>
<th></th>
<th>Member</th>
<th>Non-member</th>
</tr>
</thead>
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<tr>
<td>1-Day Conference</td>
<td>US $220</td>
<td>US $289</td>
</tr>
<tr>
<td>2-Day Conference</td>
<td>US $396</td>
<td>US $465</td>
</tr>
<tr>
<td>3-Day Conference</td>
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</tr>
<tr>
<td>5-Day Conference</td>
<td>US $824</td>
<td>US $943</td>
</tr>
</tbody>
</table>

**PLEASE CHECK (✓)**

- This is my first Learning Forward Annual Conference.
- I am willing to host a session(s).
- I am attending.
- Be eligible to win a free conference registration! Hosts will be contacted with details.
- I am willing to volunteer for 3 hours during the conference.
- Special diet required:

**3 SPECIAL MEMBERSHIP PRICES**

Join, renew, or upgrade your membership with special conference rates and attend the conference at the member rate.

- Digital Membership ...................... US $49
- Standard Membership .................... US $99
- Comprehensive Membership ............. US $139

These are one-year memberships. Go to [www.learningforward.org/join-renew/membership-options](http://www.learningforward.org/join-renew/membership-options) for a complete description of membership benefits.

**SUBTOTAL $ ____________**

**4 TOTAL AND PAYMENT**

Add 2 and 3 and handling fee

Canadian Dollar currency exchange at bank rates.

<table>
<thead>
<tr>
<th></th>
<th>2 Subtotal Registration</th>
<th>3 Subtotal Membership</th>
<th>TOTAL $</th>
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<tr>
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<td>US $522</td>
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<td>US $824</td>
<td>US $943</td>
<td></td>
</tr>
</tbody>
</table>

Registration fees made payable to Learning Forward must accompany this form. Invoice(s) issued on purchase order(s) must be paid prior to the conference.

**FEES ARE PAYABLE BY:**

- MasterCard
- Visa
- Discover
- Check (must accompany form)
- Purchase order (must accompany form)

**Billing Address**

____________________________________________________________________________________

Card No. ____________________________________________________________

Exp. Date __________________ 3-Digit Security Code ______________

Signature ____________________________________________________________

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**9 Questions? 800-727-7288**

**Cancellation policy.** Cancellation and change policy. Cancellations must be sent in writing to the Learning Forward Business Office by Nov. 10, 2016 to receive a full refund. A 50% refund will be given to written requests received by Nov. 19, 2016. A processing fee of US$50 will be deducted from all refunds. No refunds will be issued for cancellations received after Nov. 19, 2016. Learning Forward reserves the right to process refunds after the conference concludes. To transfer registration, make changes to payment method, or reduce or change days attending, email office@learningforward.org or call 800-727-7288. A US$25 handling fee will be assessed.
2016 LEARNING FORWARD ANNUAL CONFERENCE
SESSION REGISTRATION FORM
Dec. 3–7, 2016 | Vancouver, BC
Vancouver Convention Centre

Name: ____________________________________________

Questions on how to register? Call 800-727-7288, Monday-Friday, 9 a.m.–5 p.m. ET to immediately talk to a helpful Learning Forward staff.

PRECONFERENCE WORKSHOP SELECTIONS: Please indicate three choices (mark 1st, 2nd, and 3rd)

Saturday, December 3, 2016

___ PC101 Evaluating Professional Development
___ PC102 Enhancing Literacy Learning
___ PC103 A Developmental Approach to Effective Feedback
___ PC104 Overcoming the Achievement Gap Trap
___ PC105 Supporting 21st-Century Thinking Classrooms
___ PC106 Building an Effective Teacher Leadership Program
___ PC107 We Used a Protocol...But It Didn’t Work
___ PC108 Teaching Students to Ask Their Own Questions
___ PC109 Culturally Responsive Pedagogy
___ PC110 The Impact Coaching Cycle
___ PC111 The Art and Science of Implementation
___ PC112 The Principal’s Role in the Implementation of Teacher Professional Learning
___ PC113 The State of Educator Professional Learning in Canada

Sunday, December 4, 2016

___ PC201 Leadership to Maximize Coherence in Schools, Districts, and Systems
___ PC202 From Compliance to Commitment
___ PC203 Facilitation Skills for Group Effectiveness
___ PC204 The Feedback Process
___ PC205 Engaging Educators With Data
___ PC206 Teacher as Activator of Learning
___ PC207 “Sit and Get” Won’t Grow Dendrites
___ PC208 Building Your Hard Conversations Skill Set
___ PC209 Spiral of Inquiry: For Equity and Quality
___ PC210 Seven Strategies of Assessment for Learning
___ PC211 Becoming Learning Principals
___ PC212 Visible Learning® Professional Development
___ PC213 Developing Communities of Thought
___ PC214 Collaborative Inquiry
___ PC215 Transforming Professional Learning
___ PC216 Innovation, Transformation, and the Future of Learning in BC

TICKETED CONCURRENT SESSION SELECTIONS:

Morning Concurrent Session Choice:
Identify your top three choices for this time period. Remember: Set A takes the entire day and should be marked in the same order in your afternoon schedule.

1. ______  2. ______  3. ______

Afternoon Concurrent Session Choice:
Identify your top three choices. Remember: If you previously chose a session from Set A, you need to list it in the same order below, as it is an all-day session.

1. ______  2. ______  3. ______

Morning Concurrent Session Choice:
Identify your top three choices for this time period. Remember: Set G takes the entire day and should be marked in the same order in your afternoon schedule.

1. ______  2. ______  3. ______

Afternoon Concurrent Session Choice:
Identify your top three choices. Remember: If you previously chose a session from Set G, you need to list it in the same order below, as it is an all-day session.

1. ______  2. ______  3. ______

LECTURE TRACK
☐ LECTURE TRACK  Check here to register for all Thought Leader Lectures.

Register for sessions online at www.learningforward.org/conference or fax these forms to 513-523-0638 or scan and email them to office@learningforward.org.