



"It's all about learning!"

DISCOVERING SCHEDULING SOLUTIONS REGISTRATION FORM

New England League of Middle Schools
460 Boston Street, Suite 4, Topsfield, MA 01983-1223
Phone: 978-887-6263 FAX: 978-887-6504
E-mail: nelms@nelms.org Web site: nelms.org

Please type or print clearly.

School _____ Contact Person _____

School Address _____

City _____ State _____ Zip _____

Telephone No. () _____ NELMS Member _____ Yes _____ No

Event Location/Date: E. Longmeadow, MA-12/8/09 Norwalk, CT-12/10/09 Essex Junction, VT-3/2/10 Hampstead, NH-3/4/10

Attendee(s)/Title	Home Telephone**	E-mail Address (required)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Confirmations are sent by email only.

Duplicate this registration form as needed.

Donation to Legacy Fund \$ _____

** In case of cancellation after school hours, an emergency home telephone number is requested. Total Amount \$ _____

PAYMENT

Registration is incomplete until registration form and payment are received. Payment may be made in one of the following ways:

Enclosed check, payable to NELMS P.O.# _____ (Please attach a copy of the PO to this form)

Charge to: MasterCard VISA Card Number: _____ Exp. Date: ____/____

Cardholder Name _____ Signature _____

Faxed registration will be accepted only if it contains a credit card number or has a signed purchase order included.

REGISTRATION INFORMATION

Early Registration Standard Registration
(14 days before event)

NELMS Member	\$139pp	\$169pp
Non-Member	\$159pp	\$189pp
Member 2 team	\$249	\$279
Non-Member 2 team	\$289	\$319

If you are NOT currently a member of NELMS but wish to join and register at the membership rate, membership payment may be included with your registration. For membership information please visit www.nelms.org or contact Bernice MacKenzie: bmackenzie@nelms.org.

For registration information contact us at 978-887-6263 or nelms@nelms.org

REGISTRATION

Space is limited to 25 people per event.

Cancellations: Attendees must cancel their planned attendance at least seventy-two (72) hours prior to an event and are required to pay a \$25 processing fee in order to obtain a refund. The refund request must be written on official stationery and received prior to the 72 hour deadline. It can be faxed: 978-887-6504 or mailed.

If a cancellation takes place closer to the event (within the 72 hours), no refunds will be made. NELMS may, at our sole discretion, waive this requirement in whole or in part for circumstances beyond the control of attendees (storm, illness, etc.). Such requests must be in writing and received within 2 weeks of the event.

No refunds will be given to conference attendees who simply do not attend without notice.

NELMS offers Connecticut CEUs, Massachusetts PDPs and Rhode Island PDCs

In compliance with ADA (American Disabilities Act), if you require special assistance while attending this activity, please sign below. A NELMS representative will be in contact with you upon receipt of this form to accommodate your needs.

() Yes, I have need for special assistance. Name _____