

# REGISTRATION FORM

**Register online at <http://www.firstclassconferences.com>**

If you register online, do not send a registration form by mail. Mailed registrations must be received by October 20, 2018. Online registration is available until November 4, 2018. Confirmation letters will not be sent by mail. However, participants will receive an electronic confirmation and will need to pick up a name tag at the on-site registration desk. students registering for Askew Institute must register by mail. Have questions? Please contact (843) 471-2357.

**One registration per person. / Type or print clearly. / Make a copy of the registration form for your records.**

Name \_\_\_\_\_ School \_\_\_\_\_  
 School Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Cell Phone (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Work Phone (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Fax (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
 Email (required) \_\_\_\_\_  ADA accomodations requested  
 Check all that apply:  Administrator  Coach  Classroom Teacher K-3  Classroom Teacher 4-6  Reading Recovery/DLL  TWU Alumni  Other

**Fees (Please mark all that apply to you)**

- Full Conference  \$250
- Full Conference + Leadership Strand  \$250
- Full Time Student  \$75
- Add Late Fee (after Oct. 20, 2018)  \$25
- RRCNA New Membership/Renewal  \$70
- RRCNA In-training/Retired Membership  \$40

Total Fee Enclosed \_\_\_\_\_

**Buffet Lunch**

	YES	NO
<b>MONDAY</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>TUESDAY</b>	<input type="checkbox"/>	<input type="checkbox"/>

**Payment Information**

- Make checks payable to First Class Conferences.
- Fax registrations are not accepted.
- All purchase orders must include a complete billing address in order to process registrations.

Method of Payment:  Credit Card  Check #  Approved PO# \_\_\_\_\_  
 Please provide the following information to pay with credit card:  MC  Visa  Disc  
 Card # \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Exp. Date \_\_\_\_\_  
 Signature \_\_\_\_\_  
 Purchase Order # \_\_\_\_\_  
 Email Treasurer: \_\_\_\_\_  
 Organization: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_ FAX: \_\_\_\_\_  
 NOTE: All purchase orders must be paid within 30 days after the conference or a late fee of \$50 will be assessed

**Return completed form and fee to:**  
 First Class Conferences  
 P.O. Box 1367  
 Mount Pleasant, SC 29465

**2018 TWU Billie J. Askew Reading Recovery and K-6 Literacy Institute**

Check here if you do not wish to receive information about Reading Recovery Council of North America.

**Leadership Strand Information:** The Institute will provide special sessions for school administration leadership, such as district administrators, site coordinators, principals, and other campus literacy leaders. This strand includes panel discussions, networking opportunities, and presentations targeting the needs, challenges and opportunities for school administrators to support literacy programs.

**Full Time Student Information:** The Institute will be offered to full time students for a reduced fee of \$75 if appropriate documentation is attached. To receive the reduced fee, the registrant must submit the following signed statement on university letterhead with the registration form and payment.

- (name of professor) certify that ( name of registrant) is a full tome student at (name of University).
- Signature of Professor ( The statement must be signed by the registrant’s professor or chair).

**Sessions Information:** The sessions are not ticketed. Seating is based on first come. Hurst Convention Center fire codes do not allow standing or seating on the floor. Once the class is full then you must go to another speaker.