

District To Do List – complete prior to the June 8, 2021 JAC Registration: **Review District Roster.** (Go to your Member Login at www.iasb.com.)

- Verify all members listed are current and update as needed prior to June 8.
Only district members listed on your roster are eligible to attend Conference.
- [Helpful links.](#)
- If you have more questions or need more help, call (217) 528-9688 or (630) 629-3776.

 Information needed to register for Conference:

2021 Conference Registration Fee – \$499 registration fee (per person).

- You will need to know the **first and last names** of all attendees and guests.
 - *If you do not know guest names at time of registration, leave blank.* Do not list “Guest 1” or “Guest of” because these are automatically deleted from the system.
 - Once you know names, complete the [2021 Change/Cancellation Form here](#).
 - Complete the Registration Worksheet on the next page to assist the online registration process.
- Will attendees be attending **Pre-Conference Workshops**?
 - FYI: A Thursday night housing registration may be advised for these events.
 - Pre-Conference Workshop info (TBA)
- Will staff recording secretary/administrative assistant be attending the **Administrative Professionals’ Program**? ***Registration is now required for Administrative Professionals’ Program.***

 Housing

Conference Housing – is only available for paid-attendees.

- **IMPORTANT: Housing is not assigned until Conference registration and housing deposit(s) have been paid in full.**
- A \$200 non-refundable housing deposit is required for each room requested.
- **Only list hotels that are acceptable to you**, and list in order of preference. You will be assigned the hotel you request based on availability at time of processing.
- Housing changes after October 4, 2021, may result in housing charges higher than the IASB group rate.
- What is the arrival date for each attendee?
- What is the departure date for each attendee?
- Room type requested (single, double) – this is a request only and based on availability of hotel upon check-in.
- Special requests (lower floor, by elevator, etc.) – these are requests only and based on availability of hotel upon check-in.

 Payment Options

Purchase orders are not accepted as a form of payment.

- Check – mail to: IASB Registrar, 2921 Baker Drive, Springfield, IL 62703.
- Credit Card – 3% processing fee is added to total amount. We accept Visa, MasterCard, Discover, and AMEX.
- ACH – please contact Karen Faith at kfaith@iasb.com or call (217) 528-9688 ext. 1146.

 Cancellations/Changes

- Registration Refund deadline is October 4, 2021. Refund requests will not be accepted after this date. Refunds, less a \$100 per cancellation fee, will be processed immediately after Conference.
- Late-Onsite Conference Registration Fee - \$525 registration fee (per person)
- ALL refund request(s) must complete the [2021 Change/Cancellation Form here](#). **Email and phone calls will not be accepted as request for cancellation or any changes.**

REGISTRATION WORKSHEET

Use this worksheet to prepare for online registration

Name	Guest First AND Last Name(s)	Pre-Conference Workshop(s) (additional fees)	Hotel Preferences	Arrival Date	Departure Date	Room Type (single/double)	Special Requests

Administrative Professionals' Program registration? Yes No