

Conference Registration Checklist

Please complete prior to June 6, 2022

District Roster Information:

- Member Login – go to your Member Login at www.iasb.com and verify all members listed are current.
- Only members listed on district roster are eligible to register for the Joint Annual Conference.
- Member login questions or need assistance: contact Karen Faith, kfaith@iasb.com.

Pre-Registration Worksheet:

- Gather attendee registration/housing information and complete the worksheet for your district.
- If Guest names (spouse/child) are unknown, leave blank and complete the registration process. Email registrar@iasb.com to add guest names when available.

Registration Information:

- Conference Registration will open on **Monday, June 6, at 8:00 a.m.**
- Prior to October 4, Registration Fee is **\$499** per person.
- October 4 – Late/Onsite Registration Fee is **\$525** per person.
- Pre-Conference Workshops – attendee(s) may need a Thursday housing arrival date (confirm with attendee). Workshop information will be posted on the IASB website as soon as it is available.
- District staff attending the Administrative Professionals' Program will need to register.

Housing Information (Conference Housing is only available for paid registrants):

- A \$200 non-refundable housing deposit is required for each room requested.
- Only list hotels that you will accept and list in order of preference. Registrants will be assigned the hotel requested based on availability at time of processing. If your preference is unavailable, you will be notified by email.
- **IMPORTANT:** Housing is not assigned until all registration and housing deposit fees are paid in full.
- Housing changes after October 14, 2022, may result in higher rate than the IASB group rate.
- **NEW:** Please list additional guest name in room.
- Special Requests are based on availability at check-in (example: lower floor, close to elevator, etc.).

Payment Options:

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

Conference Registration Cancellation and Changes:

- All registration refund requests must be submitted on the [Change/Cancellation Form](#). Emails and phone calls will **NOT** be accepted for cancellation or changes.
- Refund Cancellation Deadline is **October 14**. IASB will process these refunds immediately after Conference (minus \$100 processing fee).

Conference Questions – please contact Natalie Duke nduke@iasb.com or (217) 528-9688, ext. 1115.



PRE-REGISTRATION WORKSHEET

Use this worksheet to prepare for online registration

Registrant Name	Guest First AND Last Name(s)	Pre-Conference Workshop(s) (additional fees)	Hotel Preferences	Arrival Date	Departure Date	Additional person(s) sharing room	Room Type and Special Requests

Administrative Professionals' Program registration? Yes No