

# JAC Registration Worksheet



87th IASB · IASA · IASBO  
Joint Annual Conference  
November 22-24, 2019

## Helpful information to have in hand for online registration:

- Is the district roster up-to-date?** Attendees must be listed on the roster to register for Conference. Here's how to check and where to get help:
  - Go to your [Member Login](#) at [www.iasb.com](http://www.iasb.com).
  - [Click here for helpful links.](#)
  - If you have more questions or need more help, call 217/528-9688 or 630/629-3776.
  
- Who is attending and what are their guests' names?**
  - 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. Once you know, complete the [2019 Change/Cancellation Form here](#).
  - Do not list "Guest 1" or "Guest of". Those are automatically deleted from the system.
  
- Will attendees be attending Pre-Conference Workshops? Which ones? Safety Seminar?**
  - FYI: A Thursday night housing registration may be advised for these events.
  - [Pre-Conference Workshop info here.](#)
  - [Safety Seminar info here.](#)
  
- Will staff recording secretary/administrative assistant be attending the Administrative Professionals' Program?** (New this year: Registration required for Administrative Professionals' Program.)
  
- Will attendees need housing?**
  - A \$200 **non-refundable** housing deposit is required for each room requested.
  - List only 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.
  - IMPORTANT: Housing is not assigned until Conference registration payment has been paid in full and non-refundable housing deposit has been received.**
  - What is the arrival date for each attendee?
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  - 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.
  - Housing changes after October 1, 2019, may result in housing charges higher than the IASB group rate.
  
- Payment Options**
  - Check
  - Credit Card – 3% processing fee is added to total amount. We accept Visa, MasterCard, Discover, and AMEX.
  - ACH – for questions, email [kfaith@iasb.com](mailto:kfaith@iasb.com) or call 217/528-9688 ext. 1146.
  - Purchase orders are not accepted as a form of payment.
  
- Cancellations/Changes**
  - Registration Refund** deadline is **October 1, 2019**. Refund requests will not be accepted after this date. Refunds, less a \$100 per person fee, will be processed immediately after Conference.
  - ALL cancellations/changes will be accepted by cancellation/change request form only. **Email and phone calls will not be accepted as request for cancellation or any changes.**
  - Find the [2019 Change/Cancellation Form here](#).

Use this worksheet to prepare for online registration



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

Administrative Professionals' Program registration?  Yes  No