

Lower Rates Deadline: June 29, 2015
Questions: Call 888.294.9167 or e-mail ilasupport@cmrus.com

Register via fax or mail only

- **FAX:** Fax group registration form to 415.293.4399
- **MAIL:** Send registration form with full payment to
ILA Registration
c/o Convention Management Resources
33 New Montgomery, Suite 1100
San Francisco, CA 94105

Group registrations must be faxed or mailed with full payment by the June 29, 2015, deadline to take advantage of discounted rates. Group rates cannot be processed onsite.

Group registration rate is available for Conference & Exhibits only. Price includes Saturday, Sunday, and Monday sessions and a one-year Basic Membership.

Each group registration must list one contact person; an Individual Group Member Information Form must be submitted for each group member at the same time as the group form. If the contact person is also attending the conference, that person must also be listed on this form. Individuals listed on this group form will have the option to register for additional conference events, such as preconference institutes, Author Luncheons, or (new this year) Author Meetup by completing the appropriate columns. Be sure to list individual e-mail addresses so that each registrant receives a coded e-mail confirmation letter. Once the entire group form has been processed and coded e-mail confirmation letters sent, the group registration process for that school or district will be closed. Name badges cannot be transferred to another person nor shared with other individuals. Registrants may bring the coded e-mail to St. Louis or type in their last/first name or confirmation number at the scan-and-go counters in the ILA registration area, where name badges and/or luncheon tickets will be printed once. **The cost for any additional reprints at the on-site registration area will be \$50 (nonrefundable fee).**

For more general information and updates about the Annual Conference please go to the official conference website at ilaconference.org.

Americans with Disabilities Act: If you require special services as defined by the Americans with Disabilities Act (ADA), please indicate this at the time of registration. Please note that the America's Center Convention Complex does not supply or stock any mobility equipment onsite. It is strongly recommended that manual wheelchairs and scooters be reserved in advance directly with Mobility for U by calling 314.873.6814, 8:00 AM–6:00 PM CT. For any other ADA services requests, e-mail Peggy DiMaio at pdimaio@reading.org or call 800.336.7323, ext. 231, by Friday, June 19, 2015. Unfortunately on-site requests for mobility equipment or other related ADA services cannot be guaranteed.

Billed Purchase Order Policy: This policy only applies to registrants whose employers require ILA's registration partner to send them an invoice before they will pay for the meeting registration.

Please choose the Billed Purchase Order option on the registration form and adhere to Early Bird or Standard registration rates and deadlines noted on the registration form. The rates that you are billed will be based on the date that ILA's registration partner receives your request for registration.

A purchase order is a legally binding contract. To use this method of payment your employer must initiate the transaction by sending an official authorized purchase order to ILA's registration partner. After the purchase order has been received, an invoice will be sent to your employer. Payment is due upon receipt of invoice. Invoices more than 30 days past due may be subject to a monthly finance charge of 1.5%. ILA reserves the right to not accept purchase orders in lieu of payment at the meeting site.

If you elect to use a Billed Purchase Order, be sure that each individual who registers will attend this event; a \$75 cancellation fee will be charged for individuals who register but choose not to attend the meeting.

APPLIES TO MISSOURI REGISTRANTS ONLY

For groups of five or more received by June 29, 2015

Please note: In order to obtain the Early Bird rates, your employer's purchase order must be received by ILA's registration partner on or before June 29, 2015, 9:00 PM ET. ILA reserves the right to re-bill for the higher Standard registration rate if deadline has passed.

Cancellations/Refunds: Please refer to ilaconference.org to review the full policy regarding cancellations/refunds.

Clock Hours: If you participate in any ILA-sponsored professional development activity, such as webinars, institutes, or the Annual Conference, ILA will award you a transcript of completion that includes Clock Hours. This transcript may be used as part of a professional development sequence approved by local school districts. Your district or state Department of Education can provide information about the specific clock-hour requirements in your state. A record of Clock Hours earned at this conference is available onsite and online for a limited time.

On-site Emergency Contact Information: In case of an emergency, it is important to have contact information for you during your conference stay. Please provide this information at the time of registration and load the corresponding ticket into your badge-holder on-site.

Photography/Videography/Recording Policy: From time to time, the International Literacy Association ("ILA") or its agents may make photographs, motion pictures, video, sound or other electronic or computerized data recordings (collectively the "Recordings") of its conferences and events (hereinafter collectively referred to as "Events"). These Recordings may include images, likenesses, depictions or representations, and/or voices of Event participants, including without limitation registrants, attendees, speakers, guests, invitees, exhibiting companies and its principals, employees, officers, directors, agents, representatives, spokespersons or invitees (collectively "Participants") as well as a Participant's trademarks, service marks, trade names, logos, merchandise, goods, or products that Participant may display, exhibit, present, or demonstrated at an Event.

Furthermore, Participant acknowledges, agrees, and hereby grants to ILA by way of his/her/its attendance at or participation in an Event the irrevocable right, license and authorization to use, publish, broadcast, translate, adapt, and develop into other mediums and formats (including without limitation, video recordings, voice recordings, and electronic and computerized data) of such Recording and the contents therein, however received or obtained by ILA in the course of an Event, for ILA's use in trade, marketing, advertising, promotion, publicity, and for any other lawful commercial purpose, without compensation or obligation to Participant or its principals, employees, officers, directors, agents, representatives, spokespersons, or invitees. ILA will retain the exclusive right, title, and interest (including all worldwide copyrights) to any such Recordings, free of any claims by Participant or any other person deriving any rights or interest from Participant.

Privacy Policy: ILA shares conference registration lists with current exhibiting companies, who may contact participants about special meetings, social events, or other offers and invitations. Only postal and e-mail addresses are rented; telephone numbers are never provided or rented to third parties. ILA carefully reviews all requests for mail and e-mail list rentals from third parties to ensure that the products and events being promoted are relevant to meeting attendees. If you do not want your information shared, please indicate this at the time of registration.

Wheeled Carts: Absolutely no wheeled carts, strollers, totes, or luggage of any kind will be permitted to be sold, given away, or used in the Exhibit Hall or education sessions.

For any questions, please e-mail ILA Registration ilasupport@cmrus.com
or call 888.294.9167 Monday through Friday, 9:00 AM–9:00 PM ET.

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CONTACT PERSON (for all inquiries regarding this form)

Last Name _____ First Name _____

School Name* _____

Address* _____

City _____ State _____ Zip Code _____

Home Phone _____ Work Phone _____ Cell _____

E-mail Address _____ Fax _____

(for all inquiries regarding this form)

*The school or district name and address that appears in contact information above will be used for all registrants when processing these registrations.

GROUP SUMMARY

- Summarize the TOTAL amount of ALL individuals in your group wishing to attend the conference matching the correct dollar amount in appropriate columns on this page.
- Complete form on following page—PLEASE USE ONE FORM PER INDIVIDUAL. Include e-mail addresses for EACH INDIVIDUAL so that a coded confirmation e-mail can be sent for pick up of conference materials onsite.

	Conference & Exhibits 5–10 people \$358/person	Conference & Exhibits 11+ people \$348/person	Preconference Institutes \$129/person	Luncheons \$65/person	Author Meetup \$35/person
TOTAL NUMBER OF REGISTRANTS					
TOTAL DOLLAR AMOUNT FOR ALL REGISTRANTS	\$	\$	\$	\$	\$

PAYMENT INFORMATION (credit cards will be charged at the time of registration)

TOTAL DUE \$ _____

Check payable to **International Literacy Association** Check #: _____ PO#: _____
(by using a PO for payment you agree to the PO policy)

American Express Discover MasterCard Visa

Credit Card Number _____ CVV Code _____ Expiration Date _____

Name (as it appears on card) _____

Signature of Cardholder (required) _____

Market Code: AC15GROUP

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INDIVIDUAL GROUP MEMBER INFORMATION

1. Supply the first name, last name, e-mail address, and registration preferences of EACH individual in your group wishing to attend the conference into the appropriate columns below. Use one page per individual (you can print as many as you need).
2. Be sure to include INDIVIDUAL e-mail addresses for each registrant so that a coded confirmation e-mail can be sent for pick up of conference materials onsite.
3. Please provide demographic information for each individual by checking appropriate boxes from the table below.

		Conference & Exhibits 5–10 people \$358/person <small>(includes one-year Basic Membership)</small>	Conference & Exhibits 11+ people \$348/person <small>(includes one-year Basic Membership)</small>	Preconference Institutes \$129/person <small>Select 3 choices in priority order</small>	Luncheons \$65/registrant <small>Saturday (PRL)* Sunday (YAL)** Monday (B&AL)***</small>	Author Meetup \$35/person <small>Select 1 choice Ages 4–10 Ages 11 and older</small>
<i>Sample First Name</i>	<i>Sample Last Name</i>	\$358		\$129 #4-6-9	\$130 PRL YAL	\$35 Ages 4–10
<i>Sample@sample.com</i>						
<i>First Name:</i>	<i>Last Name:</i>					
<i>E-mail Address:</i>						
TOTAL AMOUNT FOR THIS INDIVIDUAL		\$	\$	\$	\$	\$

*PRL = Primary Literacy Luncheon; **YAL = Young Adult Literature Luncheon; ***B&AL = Book & Author Luncheon

DEMOGRAPHIC INFORMATION

OCCUPATION (select one primary occupation that requires the largest portion of your time)				YEARS OF EXPERIENCE (select one from each category)	
School-Based Educator <input type="checkbox"/> Classroom teacher <input type="checkbox"/> Reading teacher or specialist <input type="checkbox"/> Special education teacher <input type="checkbox"/> Bilingual/ESL teacher <input type="checkbox"/> Literacy coach		<input type="checkbox"/> ELA coordinator <input type="checkbox"/> School librarian/media specialist School/District Administrator <input type="checkbox"/> School administrator <input type="checkbox"/> District administrator		College/University <input type="checkbox"/> College/university faculty <input type="checkbox"/> College/university administrator <input type="checkbox"/> College/university librarian or media specialist	
<input type="checkbox"/> Undergraduate student <input type="checkbox"/> Graduate student		Student <input type="checkbox"/> Undergraduate student <input type="checkbox"/> Graduate student		Related Groups <input type="checkbox"/> Private consultant <input type="checkbox"/> Parent <input type="checkbox"/> Retired literacy professional <input type="checkbox"/> Other	
LEVEL (select one category that best describes your major responsibilities)				As a professional <input type="checkbox"/> 0–5 years <input type="checkbox"/> 6–10 years <input type="checkbox"/> 11–20 years <input type="checkbox"/> 21 or more years	
<input type="checkbox"/> Preschool (learners less than 5 years) <input type="checkbox"/> All school (5–18 years)		<input type="checkbox"/> All elementary (5–11 years) <input type="checkbox"/> Primary (5–7 years)		<input type="checkbox"/> 0–5 years <input type="checkbox"/> 6–10 years <input type="checkbox"/> 11–20 years <input type="checkbox"/> 21 or more years	
<input type="checkbox"/> Intermediate (8–11 years) <input type="checkbox"/> Middle (12–15 years) <input type="checkbox"/> Secondary (15–18 years)		<input type="checkbox"/> Junior/community college <input type="checkbox"/> Undergraduate <input type="checkbox"/> Graduate		In present position <input type="checkbox"/> 0–5 years <input type="checkbox"/> 6–10 years <input type="checkbox"/> 11–20 years <input type="checkbox"/> 21 or more years	
AREAS OF PROFESSIONAL INTEREST (select three of the following items to reflect your primary areas of professional interest)				What influenced your decision to register for this event? (select one)	
<input type="checkbox"/> Administration, supervision <input type="checkbox"/> Adolescent literacy <input type="checkbox"/> Adult literacy <input type="checkbox"/> Assessment <input type="checkbox"/> Beginning reading and writing		<input type="checkbox"/> Classroom strategies <input type="checkbox"/> Comprehension <input type="checkbox"/> Content area literacy <input type="checkbox"/> Critical literacy <input type="checkbox"/> Family literacy <input type="checkbox"/> Home, school, community partnerships		<input type="checkbox"/> I am a returning attendee <input type="checkbox"/> I received an e-mail from ILA <input type="checkbox"/> I received mail from ILA	
<input type="checkbox"/> Instructional materials <input type="checkbox"/> Literature <input type="checkbox"/> Motivation, engagement <input type="checkbox"/> Multilanguage literacy <input type="checkbox"/> New literacies <input type="checkbox"/> Policy		<input type="checkbox"/> Professional development <input type="checkbox"/> Research <input type="checkbox"/> Social, cultural influences <input type="checkbox"/> Standards		<input type="checkbox"/> It was recommended by a colleague <input type="checkbox"/> I was sent by my administration <input type="checkbox"/> Other	
<input type="checkbox"/> Struggling learners <input type="checkbox"/> Teacher education <input type="checkbox"/> Technology <input type="checkbox"/> Word study <input type="checkbox"/> Writing <input type="checkbox"/> Other		Which is the more important factor when booking a room within the ILA block of hotels? <input type="checkbox"/> Price of room <input type="checkbox"/> Distance from convention center			
Are you responsible for buying products/materials for your school and/or district? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A				If you are not booking a room within the ILA block of hotels, why? <input type="checkbox"/> Price of room <input type="checkbox"/> Staying with family or friends <input type="checkbox"/> Live within driving distance <input type="checkbox"/> I have or intend to book within the ILA block	
On-site emergency contact information: Name _____ Phone # _____ Relationship _____				Please check if appropriate: <input type="checkbox"/> Please delete my name from registration list rentals (to third parties in the education sector only).	
				Is this your first time attending our annual conference? <input type="checkbox"/> Yes <input type="checkbox"/> No	

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