

REGISTRATION 2010

2010 NCEA Convention & Expo
April 6-8, 2010 • Minneapolis Convention Center

EARLY REGISTRATION DEADLINE: MONDAY, MARCH 1, 2010

STEP 1: CHECK ONE

- NCEA/NPCD member CLA member Non-member

STEP 2: CONTACT INFORMATION (one form per Registrant please)

REGISTRANT (PLEASE PRINT CLEARLY)

First Name _____ Last Name _____

Title _____ Institution/Parish _____

Address _____

City _____ State _____ Zip _____

Arch/Diocese _____

Phone _____ Fax _____

E-mail _____

STEP 3: REGISTRATION (PLEASE PRINT CLEARLY)

BEST VALUE Package NEW! Entire Convention Registration AND Convention Recordings

(See second page for description)

Check appropriate box(es)	By 3/1/10	After 3/1/10
Members	<input type="checkbox"/> \$199	<input type="checkbox"/> \$249
Non-Members	<input type="checkbox"/> \$254	<input type="checkbox"/> \$304

MEMBER REGISTRATION ONLY – Enter NCEA member# _____

Check appropriate box(es)	By 3/1/10	After 3/1/10
Individual (Entire Convention)	<input type="checkbox"/> \$120	<input type="checkbox"/> \$170
Individual (One-day)*	<input type="checkbox"/> \$80	<input type="checkbox"/> \$100

*Check one: Tuesday Wednesday Thursday

NON-MEMBER REGISTRATION ONLY

Check appropriate box(es)	By 3/1/10	After 3/1/10
Individual (Entire Convention)	<input type="checkbox"/> \$175	<input type="checkbox"/> \$225
Individual (One-day)*	<input type="checkbox"/> \$110	<input type="checkbox"/> \$130

*Check one: Tuesday Wednesday Thursday

NPCD ISSUES FORUM PLUS (THURSDAYS ONLY) \$75

Grand Total Enclosed \$ _____

STEP 4: PAYMENT INFORMATION

METHOD OF PAYMENT:

- Check (enclosed and made payable to NCEA)
 Credit Card: Visa MasterCard (credit card payments may be faxed or e-mailed)

Card Number _____ Exp. Date _____

Name of Cardholder _____



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STEP 5: DEMOGRAPHIC CODES

Please include the following demographic information.

Involvement in Catholic Education (check one):

- A. Diocesan Education Office
- B. Religious Community Administrator
- C. Seminary Education
- D. Boards of Education
- E. Elementary School
- F. Middle School
- G. Secondary School
- H. College/University
- I. Religious Education

Main Occupation (check one):

- A. Director/Vicar/Secretary of Ed.
- B. Superintendent
- C. Vocation Director
- D. Director of Religious Education (DRE)
- E. Board of Education Member
- F. Central Office Personnel
- G. Rector
- H. Pastor
- I. President
- J. Principal
- K. Teacher
- L. Librarian
- M. Other School Administrator
- N. Parent
- O. Youth Minister
- P. Spouse

Emergency Contact:

Name _____

Phone _____



INFORMATION 2010

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NEW! BEST VALUE PACKAGE – Entire Convention Registration AND Convention Recordings

Select the Best Value Package and receive your registration AND conference recordings. Take advantage of this special offer and get access to most of the sessions (as released for inclusion), on demand and accessible to you 24/7 through the **NCEA Live Learning Center**. These sessions contain the audio recorded LIVE at the conference and fully synchronized to the PowerPoint presentations to provide you with a true multimedia recreation of the event. Online handouts and MP3 files for download are just some of the additional features you will enjoy. Complete conference session recordings will be available for purchase on site at a higher rate.

IMPORTANT REGISTRATION DEADLINES: MARK YOUR CALENDAR

- On-line registration will be accepted through **Friday, April 2, 2010**. After this date, please plan to register on-site.
- Mailed or faxed registrations and full payment must be received by **March 19, 2010**.
- Checks should be made payable to NCEA.

HOW TO REGISTER

- **GUARANTEE YOUR REGISTRATION! REGISTER ON-LINE AT WWW.NCEA.ORG**
- **IF YOU ARE MAILING A REGISTRATION:**
 1. Complete the registration form on the reverse of this sheet. **Please be sure to provide an e-mail address to receive confirmation** that your registration has been completed.
 2. Full payment for all attendees must be received by March 19, 2010
 3. Make a copy of the registration form and information sheet and retain it for your records.
 4. Attendees will receive an e-mail confirming registration.
 5. The e-mail confirmation will include a confirmation number at the top. **YOU MUST KEEP TRACK OF THIS CONFIRMATION.** It will be used at the registration kiosk to produce your name badge. Attendees will be charged a fee of \$10 to reproduce any name badge that has been misplaced.
 6. Mail or fax registration form with your payment to:

NCEA
c/o Convention Data Services
107 Waterhouse Road, Bourne, MA 02532
Fax: 508-759-4552

- **REGISTRATION FEES DO NOT INCLUDE MEALS OR HOTEL ACCOMMODATIONS**

CANCELLATION AND REFUND POLICY

- All cancellation and refund requests MUST be made in writing, and received at NCEA **by March 5, 2010**. **You will receive a refund minus a \$50 processing fee. After March 5, 2010 no refunds will be issued.** Please send cancellation requests to emartin@ncea.org.
- Cancellation of convention registration does not constitute cancellation of a hotel room. Please be sure to handle both separately.

