



2019 TESOL Advocacy & Policy Summit Purchase Order Registration Form

Registrant _____

Institution _____

Address _____

Telephone _____ Fax _____

E-mail _____

TESOL International Association member? Yes No

Registration fees include lunch on 17 and 18 June, and closing dinner on 19 June.

	Early Rate (By 26 April)	Regular Rate (By 10 June)
Member Registration Fee	\$199	\$249
Nonmember Registration Fee	\$249	\$299

Ticket for closing dinner (optional) \$20

Number of Registrants _____

Number of tickets for closing dinner _____

Total Payment _____

Method of Payment

Check enclosed (payable to TESOL)

Purchase Order # _____

Master Card VISA AMEX

Card No. _____

Expiration Date _____

Signature _____

Print name _____

(as shown on card)

Billing Contact

Name _____

Institution _____

Address _____

Address 2 _____

City _____ State _____ ZIP _____

Country _____

Daytime phone _____

Registration Policies

Purchase Orders

Purchase orders must be received by 10 June 2019. On-site registration is **NOT** available. Purchase orders will **ONLY** be accepted from an institution and **MUST** accompany the registration form. Each purchase order must contain the following information:

- Name of each attendee
- Amount due for each attendee
- Total amount due for purchase order
- Separate completed registration forms for each attendee listed on the order

Please note: The invoice will be sent to the issuer of purchase orders, however it is the attendee's responsibility to make sure institution purchase orders have been paid.

Purchase orders will be returned unprocessed for any of the following reasons:

- Not accompanied by a separate registration form for each attendee listed on the purchase order
- Amount of purchase order does not match amount on registration form(s)
- Purchase order tender amount is not totaled in U.S. dollars.

Purchase can be sent via mail to:

TESOL International Association
c/o David Cutler
1925 Ballenger Ave., Suite 550
Alexandria, VA 22314

Purchase orders can be faxed to:

1-703-836-7864
ATTN: David Cutler
Please e-mail dcutler@tesol.org to notify that a fax was sent.

Purchase orders can scanned and e-mailed to:

Dcutler@tesol.org

Cancellations and Refunds

Refunds are not issued on-site. All refund requests must be received in writing by 10 June 2019. A 25% processing fee will be deducted from your refund.

Consent to Use of Recorded Images and Sound

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