



# 2020 TESOL Advocacy & Policy Summit Purchase Order Registration Form

Registrant \_\_\_\_\_

Institution \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

E-mail \_\_\_\_\_

TESOL International Association member?  Yes  No

TESOL Member Type	Registration Fee
TESOL Member	\$20.20
TESOL Student or Global Member	\$5.00
Nonmember	\$49.00

Number of Registrants \_\_\_\_\_

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 15 June 2020. Day-of 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 orders can be scanned and e-mailed to:**

[Dcutler@tesol.org](mailto:Dcutler@tesol.org)

**Purchase orders and checks can be sent to:**

TESOL International Association  
Attention: David Cutler  
1925 Ballenger Ave., Suite 550  
Alexandria, VA 22314

## Cancellations and Refunds

All refund requests must be received in writing by 15 June 2020. A 50% processing fee will be deducted from your refund. No refunds will be granted after 15 June 2020.

## Consent to Use of Recorded Images and Sound

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