

How to Register

1. **Register ONLINE** at www.alabamaetc.com and select Online Registration; or download a registration form to mail, email, or fax with your payment. Use one form for each attendee.
2. **Registration Deadline:** To receive the \$120 FULL conference rate, registration and payment (check, credit card, or valid purchase order) must be received by **May 18, 2018**. After May 18, 2018 late registration is available for \$140.
3. **Conference fee includes:** a Conference Tote Bag and admission to all Concurrent Sessions, Hands-On Workshops, Opening Session, and Exhibit Hall. Concurrent Sessions and Hands-On Workshops have capacity limits and are available on a first come/first serve basis.
4. **Payment Options:**
 - **Personal or School/District Checks payable to AETC.**
 - **Credit Card:** VISA or Master Card or American Express.
 - **Purchase Order:** *Only valid purchase orders will be accepted.* Do not submit a registration with a pending or invalid purchase order. Multiple registrations may be included on one purchase order but a separate registration form is required for each conference attendee.
5. **Mail registration forms and payment to:**
AETC, c/o McRae Conferences & Trade Shows
1401 Maclay Commerce Drive, Tallahassee, FL 32312
6. **Confirmation** and a receipt for your registration will be sent **via email** as soon as registration is processed. **Due to district SPAM filters, you may want to provide a personal email address in order to improve deliverability of confirmation and conference email messages.** If you do not receive a confirmation, please email aetcreg@mcrameetings.com or call 866-678-AETC (2382).
7. **Hands On Workshops (HOW): Hands-On Workshops are included with your conference registration!!** Please refer to www.alabamaetc.com for workshop descriptions. Hands-On Workshops are limited in space and subject to availability. *You must pre-register to attend any Tuesday morning Pre-Conference Hands-On Workshops. Registration for Tuesday morning Pre-Conference Workshops will be available after May 1, 2018.*
8. **Hotel Reservations:** Hotel information is available at www.alabamaetc.com. Please make your hotel reservations directly with the hotel using the phone numbers listed. To obtain conference rates you must tell them you are attending AETC when making your reservation.
9. **Cancellations/Refunds:** All cancellation requests will be subject to a \$25 administrative fee and must be received in writing no later than **May 18, 2018**. Requests must be submitted in writing and must be emailed to aetcreg@mcrameetings.com. No refunds will be given after May 18, 2018.
10. **Substitutions:** Substitutions are allowed. If you are unable to attend and know the name of the individual you would like to substitute, please email aetcreg@mcrameetings.com and we will make the change. After June 1 2018 substitutions will take place onsite only.
11. **NEW THIS YEAR: NAME BADGES WILL NOT BE MAILED. Attendees are required to show ID onsite to check-in and pick up their name badge and conference materials. (No one will be permitted to check-in for another attendee.)**
12. **Badge Sharing is Strictly Prohibited:** Full Conference Registration is for **one individual** to attend the entire conference. If you are unable to attend any portion of the three days of the conference, you may not share your badge with another attendee.