



ISACS

Independent Schools Association of the Central States

Workshops: **Frequently Asked Questions (FAQs)**

How do I register for a workshop?

Registration for all ISACS workshops is done by the participant online at www.isas.org. ISACS requests that you register online for all events.

Please note: At the last step of the online registration process, you must click “**confirm registration**” in order to finalize and submit your registration.

What if I am registering more than one person?

The ISACS online registration process allows you to register an unlimited number of people at the same time. If the workshop offers a discounted registration fee for a team coming from your school and you have registered everyone at the same time, the online process will provide you with a discounted total.

If you do not register everyone from your school at the same time, please call the ISACS office, 312-255-1244, to confirm that a discount will be applied.

How can I pay the registration fee?

You can select from credit card (Visa and MasterCard) or check. ISACS generally does not invoice the school unless payment has not been received in a timely fashion. A printable invoice is available during Step 3 of the registration process. If at a later date, your school requires an invoice, please contact the ISACS office, as we are happy to provide you with one.

Will I receive a confirmation email?

The registrant will receive an initial confirmation email within 24 hours of registering. A second confirmation email with directions/parking information will be sent approximately one month prior to an event. Typically a final confirmation email is sent within a week of the workshop date.

You can also call the ISACS office after you register online to confirm that the registration has been completed.

If I cannot attend, what should I do?

First, consider sending another person from your school. If a substitution can be made, simply email (programinfo@isacs.org) or call the ISACS office (312-255-1244) and let us know of the change – include name of new participant, email address, title and any dietary requests.

If you are unable to make a substitution cancellations must be received to ISACS at programinfo@isacs.org or by calling 312-255-1244 ten business days prior to the event to receive a 50% refund. Cancellations received after that date will not receive a refund. If you or another member from your school is unable to attend, please call the ISACS office immediately.

Do workshops reach capacity?

In previous years, many of our one-day workshops reached capacity. Registration for all ISACS workshops is based on a first-come, first-served basis. The ISACS staff secures meeting locations based on an estimated number of participants. We highly encourage individuals to register early for workshops to guarantee his/her participation.

If a workshop reaches capacity, ISACS reviews options for relocating the workshop to a larger location. In some cases, ISACS may be able to move a location; in others (where we have commitments to a hotel) we cannot.

When workshops reach capacity, ISACS starts a wait list. To secure your place on a wait list, please call the ISACS office.

What if I am on the wait list?

If ISACS receives a cancellation, ISACS staff promptly calls the first person on the wait list.

ISACS usually receives a limited number of cancellations for its workshops so it is a good idea to call and secure a position on the wait list.

Why do ISACS workshops start at 10:00 A.M.?

ISACS does its best to accommodate travel in/out of Chicago on the same day. The 10:00 A.M. start time allows participants to travel in/out on the same day and save both the expense of overnight accommodations and additional time away from school/home.

We encourage registrants to plan their travel schedules to attend workshops in their entirety.

Please note: In some instances start times vary.

Why do ISACS workshops end at 3:00 P.M.?

Workshops end in order to allow participants time to travel home – either beating rush hour traffic or getting to the airport for an early evening flight. Also, presenters prefer a 4-5 hour format.

We encourage registrants to plan travel schedules to attend workshops in their entirety.

Please note: In some instances end times vary.

If I need to stay overnight what does ISACS do regarding hotel accommodations?

ISACS secures a limited number of discounted hotel rooms at local hotels. Chicago has become a very popular destination and during peak months (September-November) and (May-July) reasonable rates for hotel rooms are hard to find. If you are planning to attend a workshop and require hotel accommodations, we recommend making a hotel reservation at one of our discounted hotels as early as possible. Hotel information is listed in printed materials, marketing emails, and on our website.

It is the responsibility of the participant to secure his/her own hotel accommodations. If you have any questions about the hotels, please contact the ISACS office.

Why does ISACS host most of its workshops in downtown Chicago?

There are several factors contributing to the location of workshops in downtown Chicago. Chicago is a travel hub for cities throughout our region (with members able to access Midway and O'Hare airports). For example, many schools can access low fares on Southwest and travel in/out of Chicago on the same day. There are also many members who can drive (or take the train) to/from Chicago without having to travel via airplane. In addition, Chicago is a destination for many of our national experts who are able to get to Chicago easily. Moreover, the resources of the ISACS staff are in Chicago and it is efficient for us to hold workshops in the city.

Does ISACS cancel workshops?

In a few instances, due to low registration or hazardous weather ISACS has had to cancel a workshop. ISACS provides a full refund of the registration fee in such cases.

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**If you have any questions regarding ISACS workshops, please contact ISACS at:
312-255-1244 or programinfo@isacs.org**