



# ISACS

Independent Schools Association of the Central States

## 2015 Annual Conference Frequently Asked Questions (FAQs)

### **What, when and where is the ISACS Annual Conference?**

ISACS 2015 Annual Conference, "*Doing, Designing, Connecting & Thinking*" is a two-day conference which will be held at the St. Paul River Centre on Thursday, November 5<sup>th</sup> and Friday November 6<sup>th</sup>.

ISACS has secured special discounted rates for hotel accommodations at the Crowne Plaza St. Paul Riverfront (soon to be the InterContinental St. Paul Riverfront). Information about securing hotel accommodations is on the ISACS website (under 2015 Annual Conference) or in the Annual Conference brochure. We highly recommend making hotel reservations promptly to ensure a room at the conference hotel.

### **What is the daily schedule for the Annual Conference?**

Sessions start at 9:00 am; the last sessions end at 4:15 pm each day.

### **What is the registration fee for ISACS members?**

Registration is available for a single day (either Thursday or Friday) or for both conference days.

- The one-day registration is \$145 per person.
- The two-day registration is \$230 per person.

The online registration process will automatically determine your registration fee based on the number of days you are attending.

There are no discounts for schools sending a group.

Non-members can attend for an additional non-member fee.

### **Trustee Day – Thursday November 5**

ISACS has designed a day just for Trustees – Trustee Day will be Thursday, November 5 from 9:30 am – 3:30 pm. The registration fee is \$225 per trustee from an ISACS member school and includes programming, a book by Allen J. Proctor and a banquet lunch.

### **Are meals included in the registration fee?**

The registration fee includes a banquet lunch. The banquet lunch is daily from 11:45 am – 1:15 pm. A light continental breakfast will be served daily 7:30 am – 8:30 am.

### **How do I (or faculty from my school) register?**

All registration takes place via the ISACS website at [www.isacs.org](http://www.isacs.org). You can register yourself or others from your school online. *There is no on-site registration.*

**\*\*Please select your conference sessions and lunches during the online registration process. This ensures we have an appropriate number of session handouts as well as an adequate meeting space for the pre-registered participants.**

### **How do I pay for the registration fee?**

ISACS accepts most major credit cards or check. During the online registration process, you will be prompted to select payment options.

ISACS does not send an invoice unless payment is not received within 30 days of registration.

If your school is planning to use public Title funds to pay for registration, you should first register online to secure a space at the conference, select check in the payment option and contact ISACS at 312-750-1190 to inform us that payment will be coming from a public school district.

### **What if a group of faculty from my school is attending the 2015 Annual Conference?**

If a group of 10 or more faculty from your school is attending, we RECOMMEND that you contact the ISACS office to work with ISACS staff to ensure that your group registers properly.

- **For schools closing for one or two days:**

For schools sending most (or all) faculty, please identify a representative from your school to work directly with the ISACS staff so that everyone from your school is properly registered. Please call the ISACS office at 312-750-1190 for assistance with group registration.

### **When does registration open for the 2015 Annual Conference?**

Priority registration is given to Minnesota schools from Wednesday, August 12<sup>th</sup> – Wednesday, August 26<sup>th</sup>; registration for the entire ISACS membership will begin on Thursday, August 27<sup>th</sup>.

### **How will our school learn about the content of the Annual Conference and know when registration is open?**

ISACS will send printed Annual Conference brochures to your school in August. Your Head of School will receive one copy and the ISACS Teacher Representative will receive (via UPS) a predetermined quantity based on the size of your school/number of faculty. If your school requires additional brochures, please contact the ISACS office at 312-750-1190. A PDF version will be also be posted on the ISACS website and can be downloaded.

ISACS will email school representatives (i.e., the Head of School, Division Heads, ISACS Teacher Representatives, etc.) notifying the school that registration is open on the ISACS website.

Check periodically on the ISACS website for updated information.

### **Once I register for the Annual Conference, will I receive a confirmation?**

ISACS staff will send several emails to each Annual Conference registrant:

- An automatic email will be sent to the contact person identified during on-line registration.
- Within a few weeks of registering and by October 1, ISACS will send a confirmation email to each registrant, which will include conference details and a recap of the participants' pre-registered sessions.
- Approximately one week prior to the Annual Conference, ISACS will send a FINAL email confirmation with pre-registered sessions.

*\*\*Please bring the list of pre-registered sessions to the Conference.*

### **Are there exhibitors at the Annual Conference?**

Yes, ISACS has a variety of exhibitors at the Annual Conference. The exhibitor area is officially open at the following times:

- Thursday: 8:30 am – 5:00 pm
- Friday: 8:00 am – 3:00 pm

Barnes & Noble will be on site to sell books by authored presenters. We will also schedule book signings with author presenters if possible.

### **What if I register for the Annual Conference and I am unable to attend?**

ISACS cannot offer refunds or transfer registrations for the Annual Conference after Monday, October 19<sup>th</sup>. Cancellations must be received in writing by contacting ISACS at [programinfo@isacs.org](mailto:programinfo@isacs.org) or 312-750-1190 by October 19<sup>th</sup> to receive a 50% refund. Registration may be transferred to another member from the same school until October 19<sup>th</sup>; please contact ISACS immediately to transfer registration.

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**If you have additional questions, please call ISACS at 312-750-1190.**