



2017 Annual Conference Frequently Asked Questions (FAQs)

What, when and where is the ISACS Annual Conference?

ISACS 2017 Annual Conference, *"Blazing a Trail to Learning"* is a two-day conference which will be held at the new Marriott Marquis Chicago on Thursday, November 9th and Friday, November 10th.

ISACS has secured special discounted rates for hotel accommodations at the Marriott Marquis Chicago. Information about hotel accommodations is on the ISACS website (under 2017 Annual Conference) or in the Annual Conference brochure. We highly recommend making hotel reservations promptly to ensure a room at the conference hotel as we anticipate record attendance.

What is the daily schedule for the Annual Conference?

First 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 \$160 per person.
- The two-day registration is \$250 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 9th

ISACS has designed a day just for Trustees. Trustee Day will be Thursday, November 9th at 9:30 am – 3:30 pm. The registration fee is \$160 per trustee from an ISACS member school and includes programming and a banquet lunch. There is a special (optional) session for board chairs and heads from 8:15 am – 9:15 am. There is no additional charge to attending this morning session. If you plan to attend Trustee Day and also attend Friday's Annual Conference, you must register for each separately. Please contact the ISACS office to receive a coupon code to receive discounted pricing for Friday's Annual Conference registration. For more information, visit www.isacs.org/TrusteeDay

Are meals included in the registration fee?

The registration fee includes a banquet lunch. The banquet lunch is offered daily from 11:45 am-1:15 pm. There will be coffee for purchase throughout the day at the hotel's food and beverage outlets.

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

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

***Please select your sessions and lunches during the online registration process. This ensures we have an appropriate number of session handouts as well as adequate meeting spaces for 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 will send an invoice if 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 2017 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 2017 Annual Conference?

Priority registration is given to LMAIS, Illinois and Wisconsin schools from Wednesday, August 16th– Wednesday, August 23rd; registration for the entire ISACS membership will begin on Thursday, August 24th.

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 FedEx Ground) 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 and Flip Book version will be posted on the ISACS website and can be downloaded if needed.

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 the ISACS website periodically 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?

Typically, ISACS has exhibitors at the Annual Conference. However, due to space limitations we are unable to have exhibitors at the 2017 Annual Conference.

Seminary Co-op Bookstore will be on site to sell books by authored presenters. We will also schedule book signings with author presenters when possible.

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

Cancellations for the Annual Conference must be received in writing to ISACS by emailing programinfo@isacs.org by Wednesday, October 18 to receive a refund. ISACS will determine the refund amount, if any, that can be refunded at the conclusion of the Annual Conference. Cancellations received after Wednesday, October 18 will not receive a refund. At any time, registration may be transferred to another member from the same school.

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