



## 2018 Annual Conference Frequently Asked Questions (FAQs)

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

ISACS 2018 Annual Conference, *"Blazing a Trail to Learning 2"* is a two-day conference which will be held at Cobo Center, 1 Washington Blvd in Detroit, Michigan on Thursday, November 8<sup>th</sup> and Friday, November 9<sup>th</sup>. All conference sessions will be held at Cobo Center.

ISACS has secured special discounted rates for hotel accommodations at the Westin Book Cadillac, 1114 Washington Blvd. Information about hotel accommodations can be found at [www.isacs.org/annualconference](http://www.isacs.org/annualconference) 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. ISACS will provide bus transportation between the Westin and Cobo during select morning and afternoon hours. A schedule will be provided to attendees as the conference approaches.

### **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 8<sup>th</sup>**

ISACS has designed a day just for Trustees. Trustee Day will be Thursday, November 8<sup>th</sup> 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/trusteday](http://www.isacs.org/trusteday)

### **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 Cobo'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](http://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 2018 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 2018 Annual Conference?**

Priority registration is given Michigan schools from **Wednesday, August 16<sup>th</sup>–Wednesday, August 23<sup>rd</sup>**; registration for the entire ISACS membership will begin on **Thursday, August 24<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 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?**

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 and Noble Bookstore will be on site to sell books by authored presenters. We will schedule book signings with author presenters when possible.

Scholastic Books will be onsite to sell children's books.

**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](mailto:programinfo@isacs.org) by Wednesday, October 17 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 17 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.**