

# Registration Instructions

## Registration Dates

- \* Registration begins **January 1, 2020** and ends **March 31, 2020**.
  - **January 1, 2020 – January 31, 2020** is **Premiere Registration**. Registrations and payments received by the Registrar by 11:59 PM PST January 31, 2020 are considered Premiere Registration and will be treated as equal. Class assignments in oversubscribed classes will be made by lottery among those registering during the Premiere Registration period.
  - **February 1, 2020 – February 29, 2020** is **Open Registration**. Registrations and payments received by the Registrar during this period will be accepted for available classes. If registration for a particular class is low, it may be cancelled prior to the conclusion of Open Registration. Class assignments in classes which become oversubscribed during the Open Registration will be made by lottery among those registering during Open Registration. Registrants who registered during Premiere Registration for slots in that class will retain their assignments.
  - **March 1, 2020 - March 31, 2020** is **As Available Registration**. Registrations and payments received by the Registrar during this period will be accepted if space is available in the class and by permission of the teacher.

## Registration Forms and Payment

- \* Registration forms must be submitted on-line to [seminar2020registrar@ega-gpr.org](mailto:seminar2020registrar@ega-gpr.org). A PDF form will be available on the seminar website, along with these detailed registration instructions.
- \* Registrations will be invoiced through PayPal upon receipt of registration form. Please note a PayPal account is not required to make a payment. To pay by check, contact the Registrar (Melinda Rolfe) at [seminar2020registrar@ega-gpr.org](mailto:seminar2020registrar@ega-gpr.org) to make special arrangements.
- \* Registration is not complete until registration fees are received. Upon final class confirmation, kit fees will be invoiced.
- \* All fees must be received by the Registrar no later than **April 1, 2020**.

## Class Assignments

- \* Class assignment notification dates:
  - for **Premier Registration** will be sent to participants no later than **February 15, 2020**.
  - for **Open Registration** will be sent to participants no later than **March 15, 2020**.
  - for **As Available Registration** will be sent to participants no later than **April 1, 2020**.
- \* Class assignment notifications will include any kit fees due.

## **General Instructions**

- \* Registration forms must be submitted on-line to [seminar2020registrar@ega-gpr.org](mailto:seminar2020registrar@ega-gpr.org). A PDF form will be available on the seminar website at least one week prior to the first day of registration.
- \* All information on the registration form must be completed and submitted to the Registrar along with your prompt payment of PayPal invoice.
- \* Registration is not complete until registration fees are received.

## **Registration Form - Page 1 Instructions : Personal Information & Class Selection**

### **Personal Information**

- \* If you wish your nametag to contain a name different from your first name, please provide that on the registration form in the preferred name section.
- \* Please include your EGA number, Chapter and Region information. Non-EGA members should leave this information blank and add the \$50 non-EGA member fee to their registration total fees.
- \* Please provide an email address. You will be notified via email that your registration was received. Your class assignments will be emailed to you.
- \* Please complete the Emergency Contact Information so we know who to notify in the unlikely event of an emergency.

### **Class Selection**

- \* Make sure you complete your class selections carefully. Please list up to three choices for each day. Every effort will be made to place you in the classes you request. If you are registering for a multiple day class, be sure to enter that class for each day the class is offered with the same priority choice. You do not need to re-enter all information for multiple day classes. Simply provide the class number on subsequent class days after the first day.
- \* After Premiere Registration, classes failing to enroll a minimum number of students are subject to cancellation.

## **Registration Form - Page 2 Instructions : Additional Information & Fees**

### **Additional Information**

- \* If you need a roommate at the hotel, indicate this on the registration form. The registrar will distribute a list of those looking for a roommate.
- \* If you do not wish your contact information listed in the Seminar attendee list in the handbook, initial No. Yes is the assumed default and your data will be published in the handbook.
- \* If you wish to deny GPR permission to use any photographs taken of you during Seminar for future publicity purposes and memory sharing on Facebook, initial No. Granting permission for use of photographs is the assumed default.
- \* Be sure to complete all requested information so we can attempt to accommodate any needs you may have.
- \* Please consider volunteering as a class angel or in another volunteer position. Helping out not only enhances your Seminar experience but it helps ensure the success of the Seminar.

## Fees

- \* All participants must pay a \$100 non-refundable registration fee, including non-student participants.
- \* Class fees on this page **do not** include kit fees other activities fees.
- \* **5 days of class** is any combination of one, two, three or four day classes that result in 5 days of class. The fee of \$600 plus the \$100 non-refundable fee includes classes on Saturday, Sunday, Monday, Tuesday and Wednesday, banquet and Region Luncheon tickets (see below), a seminar pin, a tote bag, hospitality items, handbook and an entry in the Seminar attendee list.
- \* **4 days of class** is any combination of one, two, three or four day classes that result in 4 days of class. The fee of \$550 plus the \$100 non-refundable fee includes four days of class, banquet and Region Luncheon tickets (see below), a seminar pin, a tote bag, hospitality items, handbook and an entry in the Seminar attendee list.
- \* **3 days of class** is any combination of one, two or three day classes that result in 3 days of class. The fee of \$450 plus the \$100 non-refundable fee includes three days of class, banquet and Region Luncheon tickets (see below), a seminar pin, a tote bag, hospitality items, handbook and an entry in the Seminar attendee list.
- \* **2 days of class** is any combination of one day classes that result in 2 days of class or two day classes. The fee of \$325 plus the \$100 non-refundable fee includes two days of class, a seminar pin, a tote bag, hospitality items, handbook and an entry in the Seminar attendee list.
- \* The **1 day of class** fee of \$125 plus the \$100 non-refundable fee includes a 1 day class on Saturday, Sunday or Monday, a seminar pin, a tote bag, hospitality items, handbook, and an entry in the Seminar attendee list.
- \* The **Non-Student** Fee of \$175 plus the \$100 non-refundable fee is for attendees and volunteers who do not take any classes. The fee includes a seminar pin, a tote bag, hospitality items, handbook and an entry in the Seminar attendee list.
- \* The additional fee for non-EGA members who register for classes is \$50.
- \* The **Commuter Fee** of \$250 is for participants taking 2 or more days of classes and not staying at the seminar hotel.
- \* Kit fees will be invoiced once final class confirmations are made. They can be paid via check or PayPal at the time of confirmation.
- \* PayPal invoices will be sent to registrants within 48 hours of receipt of the on-line registration form. PayPal invoices will be sent to registrants for kit fees at the time of final class assignment notification.
- \* **Banquet and Region Luncheon Tickets**
  - Participants taking 4 or 5 days of classes will automatically receive tickets to the Welcome Banquet, Farewell Banquet, and the Region Luncheon.
  - Participants taking 3 days of classes will receive a ticket for the Region Luncheon and a single banquet (either the Welcome Banquet or Farewell Banquet as selected on the registration form).
  - Participants taking 2 days of classes wanting to attend the Welcome Banquet, Region Luncheon, and/or Farewell Banquet must purchase tickets separately.
  - Tickets to the banquets or Region Luncheon may be purchased for guests.

## **Cancellation Policy**

- \* All cancellation notifications must be submitted in writing and must be received by the Registrar (or postmarked) on or before **May 1, 2020**.
- \* If a submitted cancellation is not acknowledged by the Registrar, the registrant should request confirmation to verify receipt.
- \* Refunds will not be made after this date except in case of extreme emergency and approved by the Seminar Executive Committee.
- \* The \$100 non-refundable registration fee will not be refunded in any case.
- \* In the event a class is cancelled after class assignments are made, and the student chooses to not attend the seminar, the seminar fee, less the \$100 non-refundable registration fee, will be reimbursed.
- \* In the event of cancellation, if the student received pre-work, they will receive the remainder of the kit and the student will pay the full kit fee plus shipping.
- \* In the event of cancellation and no pre-work was sent, it is the teacher's prerogative to allow refunding the kit fee. If no kit fee refunds are specified in a teacher's contract, the kit will be made available to the student. Any costs incurred in delivering the kit are the responsibility of the student.
- \* No refund requests will be considered after thirty days of the close of the seminar.
- \* All refunds will be made by check within 60 days of the close of the seminar.

## **Class Assignments**

- \* Class assignment notifications:
  - for **Premier Registration** will be sent to participants no later than **February 15, 2020**.
  - for **Open Registration** will be sent to participants no later than **March 15, 2020**.
  - for **As Available Registration** will be sent to participants no later than **April 1, 2020**.
- \* Class assignment notifications will be sent via email.
- \* Class assignment notifications will include any kit fees due.