

Policy Statement:

All persons registering for AASL education programs will follow a pre-registration or on-site registration protocol. AASL members and early registrants will pay a reduced fee.

Focus:

Primary: AASL Staff

Secondary: AASL Members, Attendees

Definitions:

Education program: Any program provided by AASL for educational purposes. An education program may include an in-person event (national conference, symposium), online course, webinar or ticketed event (pre-conference session, cultural tour).

Attendees: An all-inclusive term that refers to any individual attending an event and may include such categories as registrant, exhibitor, sponsor, etc.

Purpose:

To define the guidelines for registration for AASL education programs.

Procedure:

1. All attendees must register for AASL education programs in which registration is a requirement to participate.
2. Volunteers, including committee members, AASL members, local school librarians, and speakers who are associated with the school library profession, must pay a registration fee to attend AASL education programs.
3. A preferential registration fee for ALA memb

7. On-site registration is available each day of the event unless otherwise noted.
8. The following procedure will be used for those registrants unable to fulfill a purchase order prior to the event:
 - a. Registrants who have a balance at time of the event will be required to present a credit card before receiving credentials.
 - b. Registrants who still have a balance 30 days after the conference will be notified that their balance is still in arrears and that their credit card will be charged.
 - c. AASL will make every effort to follow up with registrants and accounts payable departments when that information is provided.
 - d. It is the responsibility of the registrant to ensure that their purchase order is fulfilled.
9. Course registration cancellation will be accepted as follows:
 - a. Written cancellations received before the published deadline (approximately 30 days) will be subject to a \$50 processing fee.
 - b. No refunds will be given for written cancellations that are received after the published deadline.
 - c. No telephone cancellations will be honored.
 - d. AASL will not remit registration refunds due to weather, transportation problems, or any other travel delays.
 - e. Special circumstances will be handled on a case-by-case basis by the executive director.